

**AGENDA OF A REGULAR MEETING - NATIONAL CITY CITY COUNCIL/
COMMUNITY DEVELOPMENT COMMISSION – HOUSING AUTHORITY OF
THE CITY OF NATIONAL CITY**



**COUNCIL CHAMBERS
CIVIC CENTER
1243 NATIONAL CITY BOULEVARD
NATIONAL CITY, CALIFORNIA
TUESDAY, OCTOBER 17, 2017 – 6:00 PM**

RON MORRISON
Mayor

ALBERT MENDIVIL
Vice Mayor

JERRY CANO
Councilmember

MONA RIOS
Councilmember

ALEJANDRA SOTELO-SOLIS
Councilmember

ORDER OF BUSINESS: Public sessions of all Regular Meetings of the City Council / Community Development Commission - Housing Authority (hereafter referred to as Elected Body) begin at 6:00 p.m. on the first and third Tuesday of each month. Public Hearings begin at 6:00 p.m. unless otherwise noted. Closed Sessions begin at 5:00 p.m. or such other time as noted. If a workshop is scheduled, the subject and time of the workshop will appear on the agenda. The Mayor and Council members also sit as the Chairperson and Members of the Board of the Community Development Commission (CDC).

REPORTS: All open session agenda items and reports as well as all documents and writings distributed to the Elected Body less than 72 hours prior to the meeting, are available for review at the entry to the Council Chambers. Regular Meetings of the Elected Body are webcast and archived on the City's website www.nationalcityca.gov.

PUBLIC COMMENTS: Prior to the Business portion of the agenda, the Elected Body will receive public comments regarding any matters within the jurisdiction of the City and/or the Community Development Commission. Members of the public may also address any item on the agenda at the time the item is considered by the Elected Body. Persons who wish to address the Elected Body are requested to fill out a "Request to Speak" form available at the entrance to the City Council Chambers, and turn in the completed form to the City Clerk. The Mayor or Chairperson will separately call for testimony of those persons who have turned in a "Request to Speak" form. If you wish to speak, please step to the podium at the appropriate time and state your name and address (optional) for the record. The time limit established for public testimony is three minutes per speaker unless a different time limit is announced. Speakers are encouraged to be brief. The Mayor or Chairperson may limit the length of comments due to the number of persons wishing to speak or if comments become repetitious or irrelevant.

**1243 National City Blvd.
National City
619-336-4240**

**Meeting agendas and
minutes available on web**

WWW.NATIONALCITYCA.GOV

WRITTEN AGENDA: With limited exceptions, the Elected Body may take action only upon items appearing on the written agenda. Items not appearing on the agenda must be brought back on a subsequent agenda unless they are of a demonstrated emergency or urgent nature, and the need to take action on such items arose after the agenda was posted.

CONSENT CALENDAR: Consent calendar items involve matters which are of a routine or noncontroversial nature. All consent items are adopted by approval of a single motion by the City Council. Prior to such approval, any item may be removed from the consent portion of

the agenda and separately considered upon request of a Councilmember, a staff member, or a member of the public.

Upon request, this agenda can be made available in appropriate alternative formats to persons with a disability in compliance with the Americans with Disabilities Act. Please contact the City Clerk's Office at (619) 336-4228 to request a disability-related modification or accommodation. Notification 24-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Spanish audio interpretation is provided during Elected Body Meetings. Audio headphones are available in the lobby at the beginning of the meeting.

Audio interpretación en español se proporciona durante sesiones del Consejo Municipal. Los audífonos están disponibles en el pasillo al principio de la junta.

Spanish to English interpretation services are available to members of the public who wish to speak to the City Council during the meeting. "Request to Speak" forms requesting interpretation must be filed within the first two hours of the meeting.

Español a los servicios de interpretación Inglés de audio está disponibles para los miembros del público que desean hablar con el Ayuntamiento durante del Consejo Municipal. "Solicitud para hablar de" formas solicitud de interpretación deben ser presentadas dentro de las dos primeras horas del Consejo Municipal.

COUNCIL REQUESTS THAT ALL CELL PHONES AND PAGERS BE TURNED OFF DURING CITY COUNCIL MEETINGS.

OPEN TO THE PUBLIC

A. CITY COUNCIL

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE TO THE FLAG

PUBLIC COMMENTS (THREE-MINUTE TIME LIMIT)

PROCLAMATIONS

AWARDS AND RECOGNITIONS

1. [Employee of the Quarter 2017 - Jose Lopez, Assistant Civil Engineer. \(Engineering/Public Works\)](#)

PRESENTATIONS

2. [The Automated Regional Information System \(ARJIS\) will provide a presentation on the phone applications and technology being used by the National City Police Department \(NCPD\). ARJIS Director Pam Scanlon will provide an overview of the public safety applications and technology that promote regional collaboration and promote safer communities. \(Police\)](#)

INTERVIEWS / APPOINTMENTS

3. Interviews and Appointments - Current Vacancies & Expired Terms / Veterans and Military Families Advisory Committee. (City Clerk)

CONSENT CALENDAR

4. [Motion of the City Council of the City of National City approving the waiving of the reading of the text of the Ordinances considered at this meeting and providing that such Ordinances shall be introduced and/or adopted after a reading of the title only. \(City Clerk\)](#)
5. [Resolution of the City Council of the City of National City authorizing the establishment of an Engineering Grants Fund appropriation of \\$165,000 and corresponding revenue budget for preliminary engineering for the Sweetwater River Bikeway Project, funded by a State Active Transportation Program grant with no matching funds required. \(Engineering/Public Works\)](#)

6. [Resolution of the City Council of the City of National City authorizing the installation of Yield Control signs and pavement markings for the northbound and southbound "V" Avenue approaches to the intersection with E. 9th Street in order to enhance safety at the intersection \(TSC No. 2017-23\). \(Engineering/Public Works\)](#)
7. [Resolution of the City Council of the City of National City authorizing the installation of "No Parking Vehicles Over 6 Feet High" signs with "Valid Permits Excepted" supplemental plaques on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard to restrict large vehicle parking, as requested by area residents \(TSC No. 2017-26\). \(Engineering/Public Works\)](#)
8. [Resolution of the City Council of the City of National City authorizing the installation of red curb No Parking on the north side of E. 12th Street between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard to enhance visibility at the intersection \(TSC No. 2017-26\). \(Engineering/Public Works\)](#)
9. [Resolution of the City Council of the City of National City authorizing the installation of All-Way Stop Control at the T-intersection of E. 14th Street and Grove Street in response to safety concerns by area residents \(TSC No. 2017-27\). \(Engineering/Public Works\)](#)
10. [Temporary Use Permit – 2nd Annual Sweetest Ride Kustom Car & Bike Show hosted by Sweetwater Harley Davidson on October 28, 2017 from 11 a.m. to 8 p.m. at 3201 Hoover Avenue with no waiver of fees. \(Neighborhood Services\)](#)
11. [National City 2017/18 Property Tax Summary. \(Finance\)](#)
12. [Warrant Register #10 for the period of 08/30/17 through 09/05/17 in the amount of \\$3,229,254.14. \(Finance\)](#)
13. [Warrant Register #11 for the period of 09/06/17 through 09/12/17 in the amount of \\$1,919,840.65. \(Finance\)](#)
14. [Warrant Register #12 for the period of 09/13/17 through 09/19/17 in the amount of \\$635,799.71. \(Finance\)](#)

PUBLIC HEARINGS: ORDINANCES AND RESOLUTIONS

15. [Public Hearing for the amended Public Participation Plan \(now known as the Citizen and Community Participation Plan\) required for Five-Year Consolidated and Assessment of Fair Housing Plans to the U.S. Department of Housing and Urban Development. \(Housing & Economic Development\)](#)

16. [Public Hearing and Adoption of an Ordinance of the City Council of the City of National City amending Sections 7.10 \(Garbage and refuse collection\), 18.12 \(Permits and applications\), 18.30.150 \(Outdoor display or sale of merchandise\), 18.30.200 \(Sidewalk cafés\), 18.47.110 \(Murals\), and 18.50 \(Glossary\). \(Applicant City-Initiated\) \(Case File 2017-22 A\) \(Planning\)](#)
17. [Public Hearing and Resolution of the City Council of the City of National City for a Conditional Use Permit modification for distilled spirits at an existing beer and wine-licensed restaurant \(Tita's II\) located at 3421 East Plaza Blvd. \(Applicant: Roger Speir\) \(Case File 2017-09 CUP\) \(Planning\)](#)

NON CONSENT RESOLUTIONS

18. Resolution of the Citizen and Community Participation Plan required for Five-Year Consolidated and Assessment of Fair Housing Plans to the U.S. Department of Housing and Urban Development (HUD). (Housing & Economic Development)
19. [Resolution of the City Council of the City of National City adopting City Council Policy # 203, Investments for fiscal year 2018, amending subsections 1 and 14.b of Section VIII and subsection B.1 of Section IX and adding terms to the "Glossary of Investment Terms." \(Finance\)](#)
20. [Resolution of the City Council of the City of National City amending City Council Policy 803, to clarify the facilities governed by the Policy and allow the service and sale of alcohol at the Martin Luther King Community Center for City sponsored and co-sponsored events. \(Community Services\)](#)
21. [Resolution of the City Council of the City of National City adopting City Council Policy 804, Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall. \(Community Services\)](#)
22. [Resolution of the City Council of the City of National City adopting an amendment to City Council Policy 1001, Risk Management Policy. \(Community Services\)](#)

NEW BUSINESS

23. [Approve a memorial dedication plaque to be placed on one of the KaBOOM! enhancement project benches or picnic tables, honoring the late grandson of a longtime DPS employee. \(Community Services\)](#)
24. [Discussion of the policy and standards for interns and volunteer council representatives working in the offices of the City Council. \(City Manager\)](#)

B. COMMUNITY DEVELOPMENT COMMISSION - HOUSING AUTHORITY

CONSENT RESOLUTIONS - HOUSING AUTHORITY

PUBLIC HEARINGS: RESOLUTIONS - HOUSING AUTHORITY

NON CONSENT RESOLUTIONS - HOUSING AUTHORITY

NEW BUSINESS - HOUSING AUTHORITY

C. REPORTS

STAFF REPORTS

MAYOR AND CITY COUNCIL

CLOSED SESSION REPORT

ADJOURNMENT

Adjourned Regular Meeting of the City Council and Community Development Commission - Housing Authority of the City of National City - Downtown Specific Plan Workshop - Tuesday - November 7, 2017 - 4:30 p.m. - Council Chambers - National City, California.

Regular Meeting of the City Council and Community Development Commission - Housing Authority of the City of National City - Tuesday - November 7, 2017 - 6:00 p.m. - Council Chambers - National City, California.

The following page(s) contain the backup material for Agenda Item: Employee of the Quarter 2017 - Jose Lopez, Assistant Civil Engineer. (Engineering/Public Works)



CITY OF NATIONAL CITY
M E M O R A N D U M

DATE: August 31, 2017
TO: Leslie Deese, City Manager
FROM: Stacey Stevenson, Deputy City Manager
SUBJECT: EMPLOYEE OF THE QUARTER PROGRAM

The Employee Recognition Program communicates the City's appreciation for outstanding performance. In doing so, it recognizes employees who maintain high standards of personal conduct and make significant contributions to the workplace and community.

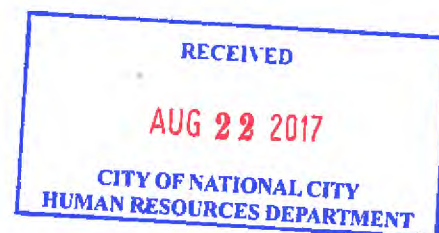
The employee to be recognized for the Third Quarter of calendar year 2017 is:

Jose Lopez – Assistant Civil Engineer

By copy of this memo, the employee is invited to attend the Council meeting on Tuesday, September 19, 2017 to be recognized for his achievement and service.

Attachment

cc: Jose Lopez
Steve Manganiello – Director of PW/City Engineer
Josie Flores-Clark – Executive Assistant
Human Resources – Office File



**Performance Recognition Award
Nomination Form**


I nominate Jose Lopez, Assistant Civil Engineer

for the Performance Recognition Award for the following reasons:

Please state reason why your nominee should receive an award, (i.e., examples of service beyond requirements of position, exemplary service to the public, outstanding job performance, etc). Do not to exceed 150 total words. Please be as specific as possible when giving your examples.

Jose was hired as a Civil Engineering Technician for the Engineering & Public Works Department in September 2014. Based on outstanding performance he was promoted to Junior Civil Engineer within two years, and subsequently promoted to Assistant Civil Engineer this past June. Jose's work ethic and dedication is second to none. He has taken on a very heavy workload and continues to perform at an extremely high level. For example, Jose serves as project coordinator for over a dozen capital improvement projects, facilitates the Department's monthly Utility Coordination meetings, prepares all of the quarterly grant reports for Caltrans funded projects, and provides training to our junior engineers and engineering technicians. Furthermore, Jose provides exemplary customer service to members of the public and staff from other departments. Jose is an incredible asset to our Department and we are very grateful to have him as a member of our team. He truly sets a positive example for all of us to follow.

Nominated by: Stephen Manganiello, Director of Public Works / City Engineer

Signature:  Date: 8/22/2017

The following page(s) contain the backup material for Agenda Item: The Automated Regional Information System (ARJIS) will provide a presentation on the phone applications and technology being used by the National City Police Department (NCPD). ARJIS Director Pam Scanlon will provide an overview of the public safety appl

CITY OF NATIONAL CITY, CALIFORNIA COUNCIL AGENDA STATEMENT

MEETING DATE: [October 17, 2017]

AGENDA ITEM NO. []

ITEM TITLE:

[The Automated Regional Information System (ARJIS) will provide a presentation on the phone applications and technology being used by the National City Police Department (NCPD). ARJIS Director Pam Scanlon will provide an overview of the public safety applications and technology that promote regional collaboration and promote safer communities.]

PREPARED BY: Jose Tellez, Assistant Chief of Police

DEPARTMENT: Police

PHONE: [(619) 336-4513]

APPROVED BY: _____

EXPLANATION:

[The purpose of this presentation will be to provide City Council Members and the public with an understanding of the different regional public safety phone apps and technology being used by local law enforcement agencies.]

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO. []

APPROVED: _____ **MIS**

[N/A]

ENVIRONMENTAL REVIEW:

[N/A]

ORDINANCE: INTRODUCTION: []

FINAL ADOPTION: []

STAFF RECOMMENDATION:

[Accept and File]

BOARD / COMMISSION RECOMMENDATION:

[N/A]

ATTACHMENTS:

[None.]

The following page(s) contain the backup material for Agenda Item: Motion of the City Council of the City of National City approving the waiving of the reading of the text of the Ordinances considered at this meeting and providing that such Ordinances shall be introduced and/or adopted after a reading of the title only. (City Clerk)

Item # ____

10/17/17

**MOTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL
CITY APPROVING THE WAIVING OF THE READING OF THE
TEXT OF THE ORDINANCES CONSIDERED AT THIS MEETING
AND PROVIDING THAT SUCH ORDINANCES SHALL BE
INTRODUCED AND/OR ADOPTED AFTER A READING
OF THE TITLE ONLY.**

(City Clerk)

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the establishment of an Engineering Grants Fund appropriation of \$165,000 and corresponding revenue budget for preliminary engineering for the Sweetwater River Bikeway Project, funded

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the establishment of an Engineering Grants Fund appropriation of \$165,000 and corresponding revenue budget for preliminary engineering for the Sweetwater River Bikeway Project, funded by a State Active Transportation Program grant with no matching funds required.

PREPARED BY: Jose Lopez

PHONE: 619-336-4312

EXPLANATION:

See attached.

DEPARTMENT: Engineering & Public Works

APPROVED BY: _____



FINANCIAL STATEMENT:

ACCOUNT NO.

Revenue Account No. 296-06574-3463
Expenditure Account No. 296-409-500-598-6574

APPROVED: _____

Finance

APPROVED: _____

MIS

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐

FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Adopt the Resolution authorizing the establishment of an Engineering Grants Fund appropriation of \$165,000 and corresponding revenue budget for preliminary engineering for the Sweetwater River Bikeway Project.

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

1. Explanation
2. Grant Finance Letter
3. Resolution

Explanation

On October 22, 2015, the California Department of Transportation (Caltrans) awarded the City of National City a \$1,129,000 Active Transportation Program (ATP) grant for the Sweetwater River Bikeway Project. At their December 7, 2016 meeting, the California Transportation Commission (CTC) allocated \$25,000 for the Project Approval/Environmental Document (PAED) phase.

On February 21, 2017, per City Council Resolution No. 2017-19, City Council executed Program Supplement Agreement No. P036 with Caltrans for the Sweetwater River Bikeway Project to allow for reimbursement of eligible project expenditures through the State ATP.

At their June 29, 2017 meeting, the CTC allocated \$165,000 for the Preliminary Engineering phase, which includes preparation of construction plans, specifications and estimate (PS&E). There is no local match requirement.

The project will fill a system gap in National City's local bicycle network by connecting bicycle facilities along 30th Street, east of "D" Avenue, to one of the Sweetwater River Bikeway's access points at N. 2nd Avenue. The project will provide nearly one mile of new Class II and Class III bicycle facilities per the City's Bicycle Master Plan and the SANDAG Regional Bike Plan. Improvements include bicycle detector loops, and bicycle boxes at three intersections: E. 30th Street and "D" Avenue, E. 30th Street and Highland Avenue, and E. 30th Street and N. 2nd Avenue. Additionally, the proposed project will provide gateway enhancements at both entrances to the Sweetwater River Bikeway located at Hoover Avenue and W. 33rd Street, and at N. 2nd Avenue. Enhancements at the two entryways will consist of signage, trash receptacles, landscaping, new fencing, and asphalt-concrete overlay along the existing segments that connect the roadway to the bikeway.

Staff is requesting that City Council authorize the establishment of an Engineering Grants Fund appropriation of \$165,000 and corresponding revenue budget to allow staff to proceed with preliminary engineering for the project, which will be reimbursed by the State ATP grant. There is no local match required for this phase of work.

DEPARTMENT OF TRANSPORTATION
DIVISION OF ACCOUNTING
LOCAL PROGRAM ACCOUNTING BRANCH

FINANCE LETTER

Date: 08/03/2017
D_CO_RT: 11-SD-0-NATC
Project No: ATPL-5066(033)
Adv Project Id: 1116000122

EA No:

Attention: City of National City

Period of Performance End Date:
Agreement End Date:

FINANCE ITEMS	PRO RATA OR LUMP SUM	TOTAL COST OF WORK	PAKT. COST	STATE FUNDS	LOCAL FUNDS	OTHER FUNDS
Agency Preliminary Engineering - PAVED	Lump Sum	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00
Agency Preliminary Engineering - PS&E	Lump Sum	\$165,000.00	\$165,000.00	\$165,000.00	\$0.00	\$0.00
Totals:		\$190,000.00	\$190,000.00	\$190,000.00	\$0.00	\$0.00

Participation Ratio: 100.00%

This Finance Letter was created based on specific financial information provided by the responsible local agency. The following encumbrance history is prepared by Local Assistance Accounting Office and is provided here for local agency's information and action.

Signature: _____

Title: HQ Sr. Engineer

For questions regarding finance letter, contact:

Printed Name : Nahed A. Abdin

Telephone No: (916) 653-8909

Remarks: Allocation Request for PS&E.

Cycle 2, ATP02-11-108S

PPNO 1212. State funds allocated on 6/28/2017. - cng 7/17/2017

ACCOUNTING INFORMATION									ATPL-5066(033)		Cooperative Work Agreement	
ADV. PROJECT ID	APPROP. UNIT	STATE PROG.	FED/STATE	ENCUMBRANCE AMOUNT	APPROP YEAR	EXPENDITURE AMOUNT	ENCUMBRANCE BALANCE	REVERSION DATE			APPROVED AMOUNT	EXPIRATION DATE
1116000122	16108	2030720100		\$25,000.00	1516	\$0.00	\$25,000.00	06/30/21				
1116000122	17108	2030720100		\$165,000.00	1617	\$0.00	\$165,000.00	06/30/22				

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the installation of Yield Control signs and pavement markings for the northbound and southbound "V" Avenue approaches to the intersection with E. 9th Street in order to enhance safety

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the installation of Yield Control signs and pavement markings for the northbound and southbound "V" Avenue approaches to the intersection with E. 9th Street in order to enhance safety at the intersection. (TSC No. 2017-23).

PREPARED BY: Luca Zappiello, Civil Engineering Tech

PHONE: 619-336-4360

DEPARTMENT: Engineering/Public Works

APPROVED BY: _____

EXPLANATION:

See attached.



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt a Resolution authorizing installation of Yield Control signs and pavement markings for the northbound and southbound "V" Avenue approaches to the intersection with E. 9th Street in order to enhance safety at the intersection.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on September 13, 2017, the Traffic Safety Committee approved staff's recommendation to install Yield Control signs for the northbound and southbound "V" Avenue approaches to the intersection with E. 9th Street.

ATTACHMENTS:

1. Explanation w/ Exhibits
2. Staff Report to the Traffic Safety Committee on September 13, 2017 (TSC No. 2017-23)
3. Resolution

EXPLANATION

An area resident has requested installation of traffic control at the intersection of "V" Avenue and E. 9th Street to enhance safety. Staff visited the site and confirmed that the intersection does not currently have Yield or Stop signs. Staff also reviewed the traffic collision history for this location, which confirmed there was one "reported" traffic collision within the past four years.

In order to better facilitate traffic control at the intersection of "V" Avenue and E. 9th Street, staff recommends installation of Yield signs and pavement markings. Section 2B-09 Yield Applications of the California Manual on Uniform Traffic Control Devices (CA-MUTCD) states that yield signs may be considered on the approaches to a through street or highway where conditions are such that a full stop is not always required. Field observations suggest this condition is met for the northbound and southbound "V" Avenue approaches (minor street) to the intersection with E. 9th Street (through street).

This request was presented to the Traffic Safety Committee on August 9, 2017 (see attached item TSC 2017-23). However, the Traffic Safety Committee was not able to take action on the item since two of the four members recused themselves because their residences are located in proximity to the intersection under evaluation, and one member was absent. Since there was no quorum for this item, it was held over to the next Traffic Safety Committee Meeting on September 13, 2017.

At their meeting on September 13, 2017, the Traffic Safety Committee approved staff's recommendation to install Yield Control signs and pavement markings for the northbound and southbound "V" Avenue approaches to the intersection with E. 9th Street to enhance safety at the intersection.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item: 2017-23)



**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR SEPTEMBER 13, 2017**

OLD BUSINESS - ITEM NO. 2017-23 (2)

ITEM TITLE: REQUEST TO INSTALL YIELD CONTROL SIGNS FOR THE NORTHBOUND AND SOUTHBOUND "V" AVENUE APPROACHES TO THE INTERSECTION WITH E. 9TH STREET IN ORDER TO ENHANCE SAFETY AT THE INTERSECTION.

PREPARED BY: Luca Zappiello, Civil Engineering Technician
Engineering & Public Works Department

DISCUSSION:

An area resident has requested to install a Yield or Stop control signs at the intersection between "V" Avenue and E. 9th Street in order to enhance safety at the intersection.

This request was presented to the Traffic Safety Committee on August 9, 2017 (see attached item TSC 2017-23). Engineering Staff and the Traffic Safety Committee members participated in a discussion of the item. However, the Traffic Safety Committee members were not able to vote on the item since two of the four members recused themselves because their residences are located near the proposed Residential Parking District. In order to vote on the item, there must be a quorum of 3 members. As a result, the Traffic Safety Committee voted unanimously to hold over the item and present it to a future Traffic Safety Committee meeting.

STAFF RECOMMENDATION:

Staff recommends the installation of Yield control sign for the northbound and southbound "V" Avenue approaches (minor street) to the intersection with E. 9th Street (through street) in order to enhance safety at the intersection.

EXHIBITS:

1. Staff Report to the Traffic Safety Committee on August 9, 2017 (TSC No. 2017-23)

2017-23 (2)

**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR AUGUST 9, 2017**

ITEM NO. 2017-23

ITEM TITLE: REQUEST TO INSTALL YIELD CONTROL SIGNS FOR THE NORTHBOUND AND SOUTHBOUND "V" AVENUE APPROACHES TO THE INTERSECTION WITH E. 9TH STREET IN ORDER TO ENHANCE SAFETY AT THE INTERSECTION.

PREPARED BY: Luca Zappiello, Civil Engineering Technician
Engineering & Public Works Department

DISCUSSION:

An area resident has requested to install a Yield or Stop control signs at the intersection between "V" Avenue and E. 9th Street in order to enhance safety at the intersection.

Staff visited the site and observed that currently the intersection at "V" Avenue and E. 9th Street does not have Yield or Stop signs.

Staff also reviewed the traffic collision history for this location, which confirmed there was one "reported" traffic collision within the past four years.

In order to better facilitate traffic control at the intersection of "V" Avenue and E. 9th Street, staff recommends installation of Yield signs and pavement markings. Section 2B-09 Yield Applications of the California Manual on Uniform Traffic Control Devices (CA-MUTCD) states that yield signs may be considered on the approaches to a through street or highway where conditions are such that a full stop is not always required. Field observations suggest this condition is met for the northbound and southbound "V" Avenue approaches (minor street) to the intersection with E. 9th Street (through street).

STAFF RECOMMENDATION:

Staff recommends the installation of Yield control sign for the northbound and southbound "V" Avenue approaches (minor street) to the intersection with E. 9th Street (through street) in order to enhance safety at the intersection.

EXHIBITS:

1. Public Notice
2. Location Map
3. Photos

2017-23



PUBLIC REQUEST FORM

Contact Information

Name: Anonymous

Address: _____

Phone: _____

Email: _____

Request Information

Location: Intersection between 9th Street and V Avenue

Request: Area residents brought a safety concern to City Engineering staff at the intersection between 9th Street and V Avenue

Attachments: ☐ Yes ☐ No Description: _____

Internal Use Only:

Request Received By: L. Zappiello

Date: 6/19/2017

Received via: ☐ Counter/In-Person ☐ Telephone ☒ Email ☐ Fax ☐ Referral: _____

Assigned To: L. Zappiello

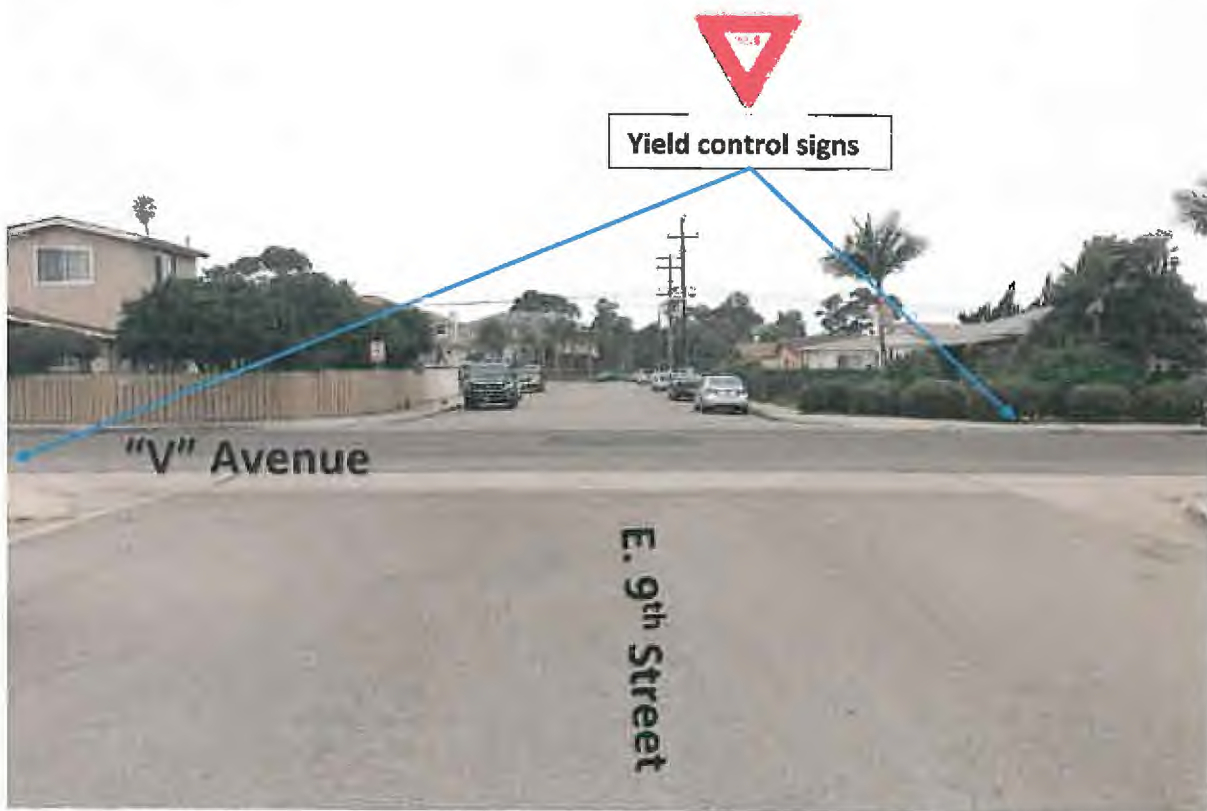
Notes: _____

Location Map with Recommended Enhancements (TSC Item: 2017-23)





Location of proposed Yield control signs at the intersection between "V" Avenue and E. 9th Street (looking northwest)



Location of proposed Yield control signs at the intersection between "V" Avenue and E. 9th Street (looking southwest)

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the installation of “No Parking Vehicles Over 6 Feet High” signs with “Valid Permits Excepted” supplemental plaques on both sides of Paradise Drive between E. 11th Street and E. 12th

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the installation of "No Parking Vehicles Over 6 Feet High" signs with "Valid Permits Excepted" supplemental plaques on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard to restrict large vehicle parking, as requested by area residents (TSC No. 2017-26).

PREPARED BY: Luca Zappiello, Civil Engineering Tech

PHONE: 619-336-4360

DEPARTMENT: Engineering/Public Works

APPROVED BY: _____

EXPLANATION:

See attached.



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐

FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Adopt a Resolution authorizing installation of "No Parking Vehicles Over 6 Feet High" signs with "Valid Permits Excepted" supplemental plaques on both sides of Paradise Dr. between E. 11th St. and E. 12th St. and on both sides of E. 12th St. between Paradise Dr. and E. Plaza Blvd.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on September 13, 2017, the Traffic Safety Committee approved staff's recommendation to install "No Parking Vehicles Over 6 Feet High" signs with "Valid Permits Excepted" supplemental plaques on both sides of Paradise Drive and E. 12th St.

ATTACHMENTS:

1. Explanation w/ Exhibit
2. Staff Report to the Traffic Safety Committee on September 13, 2017 (TSC No. 2017-26)
3. Resolution

EXPLANATION

Ms. Christine J. Grey and her neighbors have signed a petition requesting that the City establish a Residential Parking Permit District on both sides of the 2100 and 2200 blocks of E. 12th Street, located between Paradise Drive and E. Plaza Boulevard. Ms. Grey's request was presented to the Traffic Safety Committee on August 9, 2017. However, the Traffic Safety Committee was not able to take action on the item since two of the four members recused themselves because their residences are located in proximity to the study area under evaluation, and one member was absent. Since there was no quorum for this item, staff was directed to return at a subsequent meeting to present their findings and recommendations regarding establishment of a Residential Parking Permit District. Staff was also directed to explore other options to address the residents' concerns regarding large vehicle parking, parking by area businesses on residential streets, and visibility issues.

At their meeting on September 13, 2017, the Traffic Safety Committee listened to comments from Ms. Grey and other area residents. Staff then presented several options as summarized below, in an effort to address the residents' concerns.

1. "No Parking Vehicles Over 6 Feet High" signs with "Valid Permits Excepted" supplemental plaques on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard to restrict large vehicle parking;

Ms. Grey and her neighbors spoke in support of this option to deter delivery trucks from parking on the residential streets for extended periods of time. One resident expressed concern that the new signs would not allow area residents with a valid Recreational Vehicle (RV) permit to park adjacent to their home. Engineering staff mentioned that a supplemental plaque stating, "Valid Permits Excepted" would resolve this potential conflict.

The Traffic Safety Committee voted in support of this option.

2. Red curb "No Parking" on the north side of E. 12th Street between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard to enhance visibility at the intersection;

Ms. Grey and her neighbors spoke in support of this option expressing safety concerns about clearance and visibility issues at the intersection of E. 12th Street and E. Plaza Boulevard.

The Traffic Safety Committee voted in support of this option.

3. Time-restricted parking for all vehicles on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard;

Ms. Grey and her neighbors spoke in support of this option to deter non-residential vehicles and employees from nearby businesses from parking on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard for extended periods of time.

The Traffic Safety Committee voted against this option as several members expressed concerns that non-residential vehicles and employees from nearby businesses would simply park on the north side of the street adjacent to residential homes, or seek parking on other residential streets in the neighborhood, thereby shifting the issue to other areas.

4. Establishment of a Residential Parking Permit District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard;

Ms. Grey and her neighbors spoke in support of establishing a Residential Parking Permit District. Engineering staff presented the results of the parking surveys conducted by Neighborhood Services Parking Enforcement staff over a two-week period, on 16 separate occasions. The results indicate that on average, 24 percent of total available on-street parking spaces within the proposed District boundary were occupied at 6:30 a.m. while, on average, 27 percent of available spaces were occupied at 3:30 p.m. by vehicles not belonging to the residents of the proposed Parking District (i.e. commuter vehicles). Per City Council Policy, in order for a Residential Parking Permit District to be considered, at least 70 percent of available curbside parking spaces must be occupied by commuter vehicles during the time the parking study is being conducted. Therefore, staff does not recommend establishment of a Residential Parking Permit District at this time.

The Traffic Safety Committee voted to direct staff to resurvey the proposed Residential Parking Permit District after six months and return to the Committee at a subsequent meeting to present findings and recommendations.

Staff is requesting City Council support for Option 1 above, authorizing the installation of "No Parking Vehicles Over 6 Feet High" signs with "Valid Permits Excepted" supplemental plaques on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard to restrict large vehicle parking, as requested by area residents.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item: 2017-26 – Option I)



**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR SEPTEMBER 13, 2017**

ITEM NO. 2017-26

ITEM TITLE: REQUEST TO REVIEW PARKING OPTIONS FOR RESIDENCES ON BOTH SIDES OF THE 2100 AND 2200 BLOCKS OF E. 12TH STREET (LOCATED BETWEEN PARADISE DRIVE AND E. PLAZA BOULEVARD) IN RESPONSE TO RESIDENTS' ISSUES.

PREPARED BY: Luca Zappiello, Civil Engineering Technician
Engineering & Public Works Department

DISCUSSION:

Ms. Christine J. Grey and her neighbors have signed a petition requesting that the City establish a Residential Parking District on both sides of the 2100 and 2200 blocks of E. 12th Street (located between Paradise Drive and E. Plaza Boulevard). Ms. Grey's request was presented to the Traffic Safety Committee on August 9, 2017 (see attached item TSC 2017-24). Engineering Staff and the Traffic Safety Committee members participated in a discussion of the item. However, the Traffic Safety Committee members were not able to vote on the item since two of the four members recused themselves because their residences are located near the proposed Residential Parking District. In order to vote on the item, there must be a quorum of 3 members. As a result, the Traffic Safety Committee voted unanimously to hold over the item and directed staff to review parking options to address the issues discussed in the meeting. Staff was also directed to return to the Committee at a subsequent meeting to present staff's findings.

City Engineering Staff has evaluated the following options in order to address parking impact on E. 12th Street:

1. "No Parking Vehicles Over 6 Feet High" signs (R28B) on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option 1");

Ms. Grey stated that 18-wheeler trucks park on the street for many hours and produce loud sounds from the refrigeration units that are running on the trucks. Ms. Grey also stated that school buses and Dunkin' Donuts delivery trucks park on the street for more than one day at a time. Furthermore, Ms. Grey stated that the street is used as a layover zone for tow trucks waiting for calls during the daytime.

The "National City Municipal Code" chapter 11.32.360 states that no person shall park "heavy-duty commercial" vehicle more than three hours on a street in any residential zone. The "National City Municipal Code" define "heavy-duty commercial vehicle" as a single vehicle or combination of vehicles having more than two axles or weighing more than ten thousand pounds GVWR (gross vehicle weight rating), a single vehicle or combination of vehicles twenty feet or more in length, or a single vehicle or combination of vehicles six feet, eight inches or more in width, including dump trucks, moving vans, tractors, pole or pipe dollies, trailers and detached trailers or detached flatbed trailers. It shall not include a recreational vehicle.

Since the area residents has expressed concern because buses, 18-wheeler trucks and delivery trucks park on residential area for several hours, staff defers from the Committee for the recommendation to install "No Parking Vehicles Over 6' High" at the above-mentioned locations.

2. Red curb "No Parking" on the corner of the north side of E. 12th Street, west of E. Plaza Boulevard between the driveway entrance of the business park at 2401-2449 Plaza Boulevard and E. Plaza Boulevard (see "location map for option II");

One of the residents in attendance expressed concerns about clearance and visibility issues at the intersection located at E. 12th Street and E. Plaza Blvd. According to the resident, visibility issues arise for southwest bound vehicles travelling on E. Plaza Boulevard going onto E. 12th Street when vehicles park on the north side of E. 12th Street, west of E. Plaza Boulevard. This causes a safety concern when drivers are trying to park or are leaving from the above-mentioned corner. Ms. Grey said that she has avoided several accidents at that location and removing the parking along the curve will help to provide more safety and clearance for drivers. Furthermore, Ms. Grey stated that vehicles are parked for multiple days at the intersection without moving and she reported this to the City's parking Enforcement.

Staff performed a site evaluation. The posted speed limit for E. Plaza Boulevard is 30 mph and the posted speed limit for E. 12th Street is 25 mph. There are approximately 140 feet of parallel unrestricted parking spaces for seven (7) vehicles on the north side of E. 12th Street, west of E. Plaza Boulevard.

City's Parking Enforcement confirmed that they have had to enforce parking in that intersection due to vehicles parking for several days at a time.

Based on the visibility issues and vehicles parking for several days at a time, staff recommends the installation of "No Parking" at the above-mentioned location.

3. Time-restricted parking for all vehicles on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard (see "location map for option III");

Ms. Grey stated that E. 12th Street is used as parking area by non-resident vehicles and by employees from several businesses around the area including car dealerships and the newly opened Dunkin' Donuts. Furthermore, Ms. Grey stated that tow trucks drop towed vehicles on E. 12th Street after taking them off of the freeway.

Staff did a site evaluation. Staff measured the amount of parking available on the south of E. 12th Street between Grove Street and E. Plaza Boulevard. There are approximately 500 feet of unrestricted parallel parking available for twenty-five (25) vehicles.

Since area residents has express concern for parking impact caused by commuter vehicles that park for several hours on the street, in order to address this issue, staff defers from the Committee for the recommendation to install "2-Hour Parking" signage from 8:00 a.m. to 6.00 p.m. Monday to Friday on the above-mentioned location.

4. Establishment of a Residential Parking Permit District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option IV");

Ms. Grey and her neighbors request was presented to the Traffic Safety Committee on August 9, 2017 (see attached item TSC 2017-24).

Engineering staff does not recommend establishment of Residential Parking District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard based on the result of parking surveys, which indicate that on average, 24 percent of total available on-street parking spaces within the proposed District boundary were occupied at 6:30 a.m. while, on average, 27 percent of available spaces were occupied at 3:30 p.m. by vehicles not belonging to the residents of the proposed Parking District. Per City Council Policy, in order for a Residential Parking Permit District to be considered, at least 70 percent of available curbside parking spaces must be occupied by commuter vehicles during the time the parking study is being conducted.

STAFF RECOMMENDATION:

1. "No Parking Vehicles Over 6 Feet High" signs (R28B) on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option I") – staff defers to the Traffic Safety Committee for approval or denial;
2. Red curb "No Parking" on the corner of the north side of E. 12th Street, west of E. Plaza Boulevard between the driveway entrance of the business park at 2401-2449 Plaza Boulevard and E. Plaza Boulevard (see "location map for option II") – staff recommends the installation of the red curb "No Parking";
3. Time-restricted parking for all vehicles on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard (see "location map for option III") - staff defers to the Traffic Safety Committee for approval or denial;
4. Establishment of a Residential Parking Permit District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option IV") – staff defers to the Traffic Safety Committee as to whether or not to direct staff to set this item for public hearing at a subsequent City Council Meeting.

EXHIBITS:

1. Public Request;
2. Public Notice;
3. Location Map - Option I;
4. Location Map - Option II;
5. Location Map - Option III;
6. Location Map - Option IV;
7. Photos;
8. Staff Report to the Traffic Safety Committee on August 9, 2017 (TSC No. 2017-24).



September 5, 2017

Resident/Property Owner

Subject: TRAFFIC SAFETY COMMITTEE (TSC) ITEM NO. 2017-26

REQUEST TO REVIEW PARKING OPTIONS FOR RESIDENCES ON BOTH SIDES OF E. 12TH STREET BETWEEN PARADISE DRIVE AND E. PLAZA BOULEVARD AND ON BOTH SIDES OF PARADISE DRIVE BETWEEN E. 11TH STREET AND E. 12TH STREET

Dear Sir/Madame:

The City of National City would like to invite you to our next public Traffic Safety Committee Meeting scheduled for **Wednesday, September 13, 2017, at 1:00 P.M.** in the 2nd Floor Large Conference Room of the Civic Center Building, 1243 National City Boulevard, to discuss the above-referenced item and changes under consideration including Parking Restrictions, Time-Restricted Parking and Residential Parking Permit District.

The City Hall is ADA compliance. Please note that there are two disabled persons parking spaces in front of City Hall on the east side of National City that provide direct access on the 2nd Floor of City Hall via a pedestrian bridge.

If you have any questions, comments, and/or concerns, please contact the Engineering Department at 619-336-4380 and reference Traffic Safety Committee Item Number 2017-26.

Sincerely,

Stephen Manganiello
City Engineer

SM:lz

Enclosure: Location Map

2017-26

1234 National City Boulevard, National City, CA 91950-6530
(619) 336-4380 Fax (619) 336-4397 engineering@nationalcityca.gov

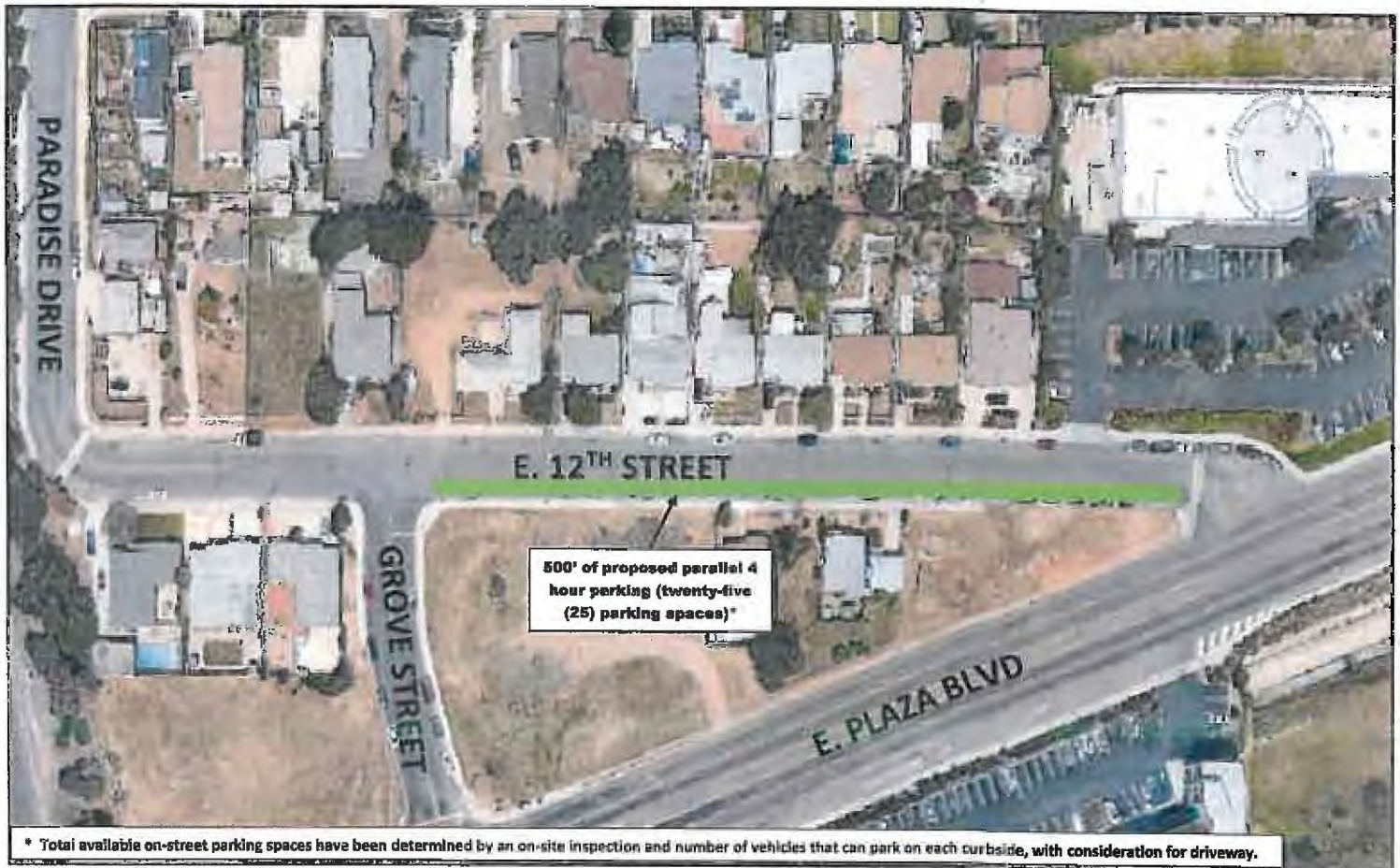
Location Map – Option I (TSC Item: 2017-26)



Location Map – Option II (TSC Item: 2017-26)



Location Map – Option III (TSC Item: 2017-26)



Location Map – Option IV (TSC Item: 2017 -26)



LEGEND

 Proposed Residential Parking
Permit District "L"



Request to Review Parking Options – 2125 E. 12th Street (looking west)



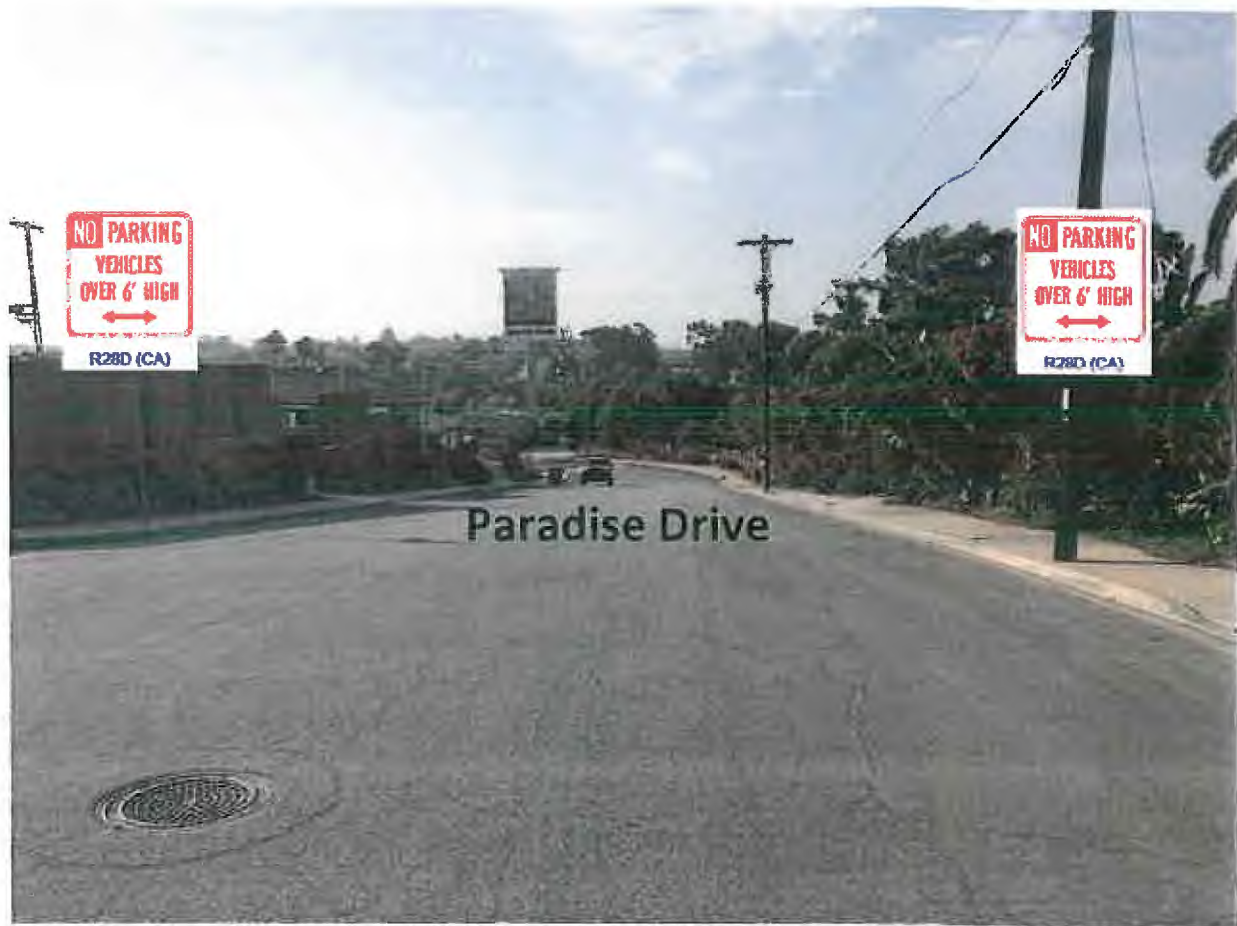
Request to Review Parking Options – 2200 E. 12th Street (looking west)



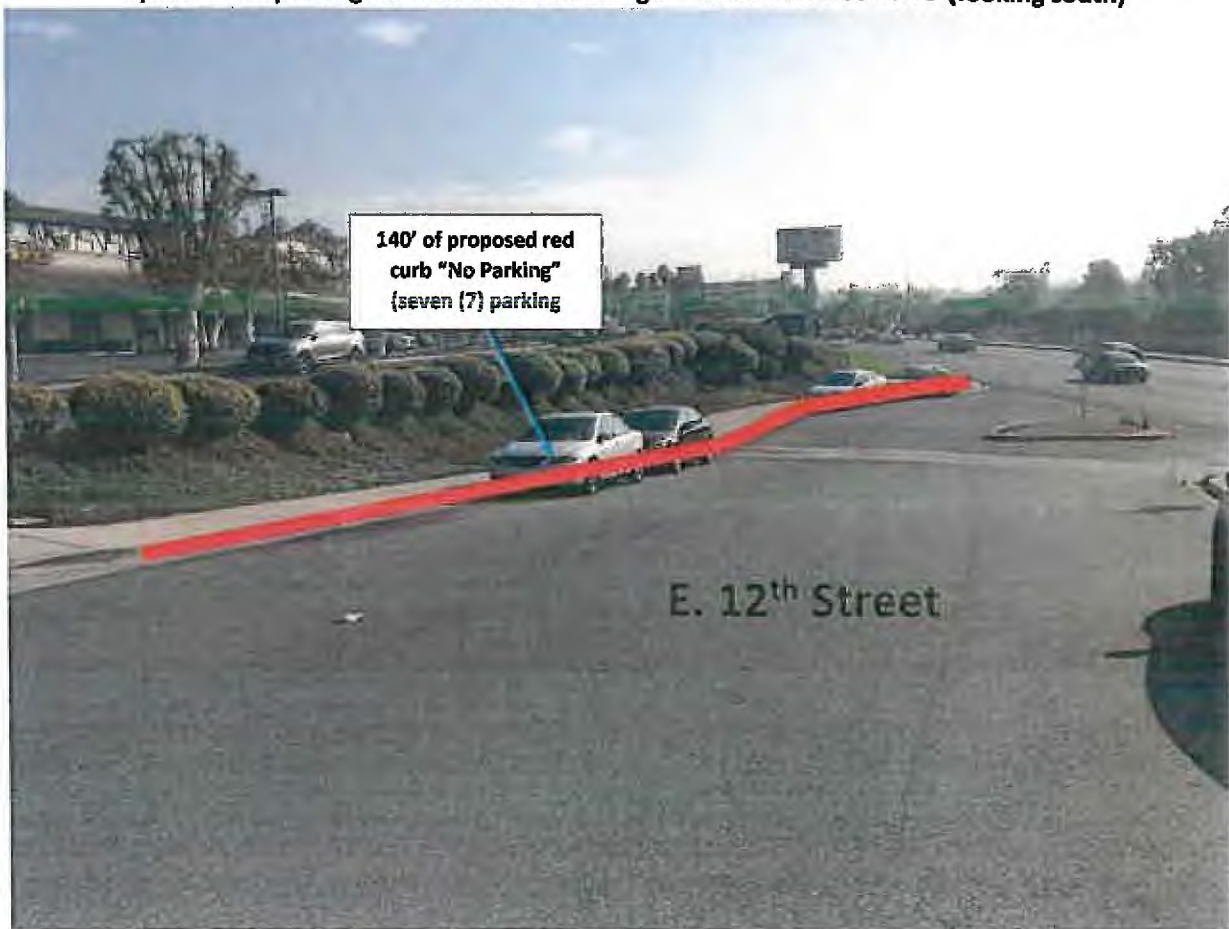
Request to Review Parking Options – 2228 E. 12th Street (looking west)



Request to Review Parking Options – 2272 E. 12th Street (looking west)



Option I "No parking Vehicles Over 6 Feet High" – 1101 Paradise Drive (looking south)



Option II – Red Curb "No Parking" on the corner of the north side of E. 12 St, west of E. Plaza Blvd (looking east)



Option II – Red Curb “No Parking” on the corner of the north side of E. 12 St, west of E. Plaza Blvd (looking west)

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the installation of red curb No Parking on the north side of E. 12th Street between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard to en

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the installation of red curb "No Parking" on the north side of E. 12th Street between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard to enhance visibility at the intersection (TSC No. 2017-26)

PREPARED BY: Luca Zappiello, Civil Engineering Tech

PHONE: 619-336-4360

DEPARTMENT: Engineering/Public Works

APPROVED BY: _____

EXPLANATION:

See attached.



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Adopt a Resolution authorizing the installation of red curb "No Parking" on the north side of E. 12th Street between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard to enhance visibility at the intersection.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on September 13, 2017, the Traffic Safety Committee approved staff's recommendation to install red curb "No Parking" on the north side of E. 12th St. between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard.

ATTACHMENTS:

1. Explanation w/ Exhibits
2. Staff Report to the Traffic Safety Committee on September 13, 2017 (TSC No. 2017-26)
3. Resolution

EXPLANATION

Ms. Christine J. Grey and her neighbors have signed a petition requesting that the City establish a Residential Parking Permit District on both sides of the 2100 and 2200 blocks of E. 12th Street, located between Paradise Drive and E. Plaza Boulevard. Ms. Grey's request was presented to the Traffic Safety Committee on August 9, 2017. However, the Traffic Safety Committee was not able to take action on the item since two of the four members recused themselves because their residences are located in proximity to the study area under evaluation, and one member was absent. Since there was no quorum for this item, staff was directed to return at a subsequent meeting to present their findings and recommendations regarding establishment of a Residential Parking Permit District. Staff was also directed to explore other options to address the residents' concerns regarding large vehicle parking, parking by area businesses on residential streets, and visibility issues.

At their meeting on September 13, 2017, the Traffic Safety Committee listened to comments from Ms. Grey and other area residents. Staff then presented several options as summarized below, in an effort to address the residents' concerns.

1. "No Parking Vehicles Over 6 Feet High" signs with "Valid Permits Excepted" supplemental plaques on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard to restrict large vehicle parking;

Ms. Grey and her neighbors spoke in support of this option to deter delivery trucks from parking on the residential streets for extended periods of time. One resident expressed concern that the new signs would not allow area residents with a valid Recreational Vehicle (RV) permit to park adjacent to their home. Engineering staff mentioned that a supplemental plaque stating, "Valid Permits Excepted" would resolve this potential conflict.

The Traffic Safety Committee voted in support of this option.

2. Red curb "No Parking" on the north side of E. 12th Street between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard to enhance visibility at the intersection;

Ms. Grey and her neighbors spoke in support of this option expressing safety concerns about clearance and visibility issues at the intersection of E. 12th Street and E. Plaza Boulevard.

The Traffic Safety Committee voted in support of this option.

3. Time-restricted parking for all vehicles on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard;

Ms. Grey and her neighbors spoke in support of this option to deter non-residential vehicles and employees from nearby businesses from parking on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard for extended periods of time.

The Traffic Safety Committee voted against this option as several members expressed concerns that non-residential vehicles and employees from nearby businesses would simply park on the north side of the street adjacent to residential homes, or seek parking on other residential streets in the neighborhood, thereby shifting the issue to other areas.

4. Establishment of a Residential Parking Permit District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard;

Ms. Grey and her neighbors spoke in support of establishing a Residential Parking Permit District. Engineering staff presented the results of the parking surveys conducted by Neighborhood Services Parking Enforcement staff over a two-week period, on 16 separate occasions. The results indicate that on average, 24 percent of total available on-street parking spaces within the proposed District boundary were occupied at 6:30 a.m. while, on average, 27 percent of available spaces were occupied at 3:30 p.m. by vehicles not belonging to the residents of the proposed Parking District (i.e. commuter vehicles). Per City Council Policy, in order for a Residential Parking Permit District to be considered, at least 70 percent of available curbside parking spaces must be occupied by commuter vehicles during the time the parking study is being conducted. Therefore, staff does not recommend establishment of a Residential Parking Permit District at this time.

The Traffic Safety Committee voted to direct staff to resurvey the proposed Residential Parking Permit District after six months and return to the Committee at a subsequent meeting to present findings and recommendations.

Staff is requesting City Council support for Option 2 above, authorizing the installation of red curb "No Parking" on the north side of E. 12th Street between E. Plaza Boulevard and the driveway of the business park located at 2401-2449 Plaza Boulevard to enhance visibility at the intersection.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item: 2017-26 – Option II)



**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR SEPTEMBER 13, 2017**

ITEM NO. 2017-26

ITEM TITLE: **REQUEST TO REVIEW PARKING OPTIONS FOR RESIDENCES ON BOTH SIDES OF THE 2100 AND 2200 BLOCKS OF E. 12TH STREET (LOCATED BETWEEN PARADISE DRIVE AND E. PLAZA BOULEVARD) IN RESPONSE TO RESIDENTS' ISSUES.**

PREPARED BY: Luca Zappiello, Civil Engineering Technician
Engineering & Public Works Department

DISCUSSION:

Ms. Christine J. Grey and her neighbors have signed a petition requesting that the City establish a Residential Parking District on both sides of the 2100 and 2200 blocks of E. 12th Street (located between Paradise Drive and E. Plaza Boulevard). Ms. Grey's request was presented to the Traffic Safety Committee on August 9, 2017 (see attached item TSC 2017-24). Engineering Staff and the Traffic Safety Committee members participated in a discussion of the item. However, the Traffic Safety Committee members were not able to vote on the item since two of the four members recused themselves because their residences are located near the proposed Residential Parking District. In order to vote on the item, there must be a quorum of 3 members. As a result, the Traffic Safety Committee voted unanimously to hold over the item and directed staff to review parking options to address the issues discussed in the meeting. Staff was also directed to return to the Committee at a subsequent meeting to present staff's findings.

City Engineering Staff has evaluated the following options in order to address parking impact on E. 12th Street:

1. "No Parking Vehicles Over 6 Feet High" signs (R28B) on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option I");

Ms. Grey stated that 18-wheeler trucks park on the street for many hours and produce loud sounds from the refrigeration units that are running on the trucks. Ms. Grey also stated that school buses and Dunkin' Donuts delivery trucks park on the street for more than one day at a time. Furthermore, Ms. Grey stated that the street is used as a layover zone for tow trucks waiting for calls during the daytime.

The "National City Municipal Code" chapter 11.32.360 states that no person shall park "heavy-duty commercial" vehicle more than three hours on a street in any residential zone. The "National City Municipal Code" define "heavy-duty commercial vehicle" as a single vehicle or combination of vehicles having more than two axles or weighing more than ten thousand pounds GVWR (gross vehicle weight rating), a single vehicle or combination of vehicles twenty feet or more in length, or a single vehicle or combination of vehicles six feet, eight inches or more in width, including dump trucks, moving vans, tractors, pole or pipe dollies, trailers and detached trailers or detached flatbed trailers. It shall not include a recreational vehicle.

Since the area residents has expressed concern because buses, 18-wheeler trucks and delivery trucks park on residential area for several hours, staff defers from the Committee for the recommendation to install "No Parking Vehicles Over 6' High" at the above-mentioned locations.

2. Red curb "No Parking" on the corner of the north side of E. 12th Street, west of E. Plaza Boulevard between the driveway entrance of the business park at 2401-2449 Plaza Boulevard and E. Plaza Boulevard (see "location map for option II");

One of the residents in attendance expressed concerns about clearance and visibility issues at the intersection located at E. 12th Street and E. Plaza Blvd. According to the resident, visibility issues arise for southwest bound vehicles travelling on E. Plaza Boulevard going onto E. 12th Street when vehicles park on the north side of E. 12th Street, west of E. Plaza Boulevard. This causes a safety concern when drivers are trying to park or are leaving from the above-mentioned corner. Ms. Grey said that she has avoided several accidents at that location and removing the parking along the curve will help to provide more safety and clearance for drivers. Furthermore, Ms. Grey stated that vehicles are parked for multiple days at the intersection without moving and she reported this to the City's parking Enforcement.

Staff performed a site evaluation. The posted speed limit for E. Plaza Boulevard is 30 mph and the posted speed limit for E. 12th Street is 25 mph. There are approximately 140 feet of parallel unrestricted parking spaces for seven (7) vehicles on the north side of E. 12th Street, west of E. Plaza Boulevard.

City's Parking Enforcement confirmed that they have had to enforce parking in that intersection due to vehicles parking for several days at a time.

Based on the visibility issues and vehicles parking for several days at a time, staff recommends the installation of "No Parking" at the above-mentioned location.

3. Time-restricted parking for all vehicles on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard (see "location map for option III");

Ms. Grey stated that E. 12th Street is used as parking area by non-resident vehicles and by employees from several businesses around the area including car dealerships and the newly opened Dunkin' Donuts. Furthermore, Ms. Grey stated that tow trucks drop towed vehicles on E. 12th Street after taking them off of the freeway.

Staff did a site evaluation. Staff measured the amount of parking available on the south of E. 12th Street between Grove Street and E. Plaza Boulevard. There are approximately 500 feet of unrestricted parallel parking available for twenty-five (25) vehicles.

Since area residents has express concern for parking impact caused by commuter vehicles that park for several hours on the street, in order to address this issue, staff defers from the Committee for the recommendation to install "2-Hour Parking" signage from 8:00 a.m. to 6.00 p.m. Monday to Friday on the above-mentioned location.

4. Establishment of a Residential Parking Permit District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option IV");

Ms. Grey and her neighbors request was presented to the Traffic Safety Committee on August 9, 2017 (see attached item TSC 2017-24).

Engineering staff does not recommend establishment of Residential Parking District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard based on the result of parking surveys, which indicate that on average, 24 percent of total available on-street parking spaces within the proposed District boundary were occupied at 6:30 a.m. while, on average, 27 percent of available spaces were occupied at 3:30 p.m. by vehicles not belonging to the residents of the proposed Parking District. Per City Council Policy, in order for a Residential Parking Permit District to be considered, at least 70 percent of available curbside parking spaces must be occupied by commuter vehicles during the time the parking study is being conducted.

STAFF RECOMMENDATION:

1. "No Parking Vehicles Over 6 Feet High" signs (R28B) on both sides of Paradise Drive between E. 11th Street and E. 12th Street and on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option I") – staff defers to the Traffic Safety Committee for approval or denial;
2. Red curb "No Parking" on the corner of the north side of E. 12th Street, west of E. Plaza Boulevard between the driveway entrance of the business park at 2401-2449 Plaza Boulevard and E. Plaza Boulevard (see "location map for option II") – staff recommends the installation of the red curb "No Parking";
3. Time-restricted parking for all vehicles on the south side of E. 12th Street between Grove Street and E. Plaza Boulevard (see "location map for option III") - staff defers to the Traffic Safety Committee for approval or denial;
4. Establishment of a Residential Parking Permit District "L" on both sides of E. 12th Street between Paradise Drive and E. Plaza Boulevard (see "location map for option IV") – staff defers to the Traffic Safety Committee as to whether or not to direct staff to set this item for public hearing at a subsequent City Council Meeting.

EXHIBITS:

1. Public Request;
2. Public Notice;
3. Location Map - Option I;
4. Location Map - Option II;
5. Location Map - Option III;
6. Location Map - Option IV;
7. Photos;
8. Staff Report to the Traffic Safety Committee on August 9, 2017 (TSC No. 2017-24).



September 5, 2017

Resident/Property Owner

Subject: TRAFFIC SAFETY COMMITTEE (TSC) ITEM NO. 2017-26

REQUEST TO REVIEW PARKING OPTIONS FOR RESIDENCES ON BOTH SIDES OF E. 12TH STREET BETWEEN PARADISE DRIVE AND E. PLAZA BOULEVARD AND ON BOTH SIDES OF PARADISE DRIVE BETWEEN E. 11TH STREET AND E. 12TH STREET

Dear Sir/Madame:

The City of National City would like to invite you to our next public Traffic Safety Committee Meeting scheduled for **Wednesday, September 13, 2017, at 1:00 P.M.** in the 2nd Floor Large Conference Room of the Civic Center Building, 1243 National City Boulevard, to discuss the above-referenced item and changes under consideration including Parking Restrictions, Time-Restricted Parking and Residential Parking Permit District.

The City Hall is ADA compliance. Please note that there are two disabled persons parking spaces in front of City Hall on the east side of National City that provide direct access on the 2nd Floor of City Hall via a pedestrian bridge.

If you have any questions, comments, and/or concerns, please contact the Engineering Department at 619-336-4380 and reference Traffic Safety Committee Item Number 2017-26.

Sincerely,

Stephen Manganiello
City Engineer

SM:lz

Enclosure: Location Map

2017-26

1234 National City Boulevard, National City, CA 91950-6530
(619) 336-4380 Fax (619) 336-4397 engineering@nationalcityca.gov

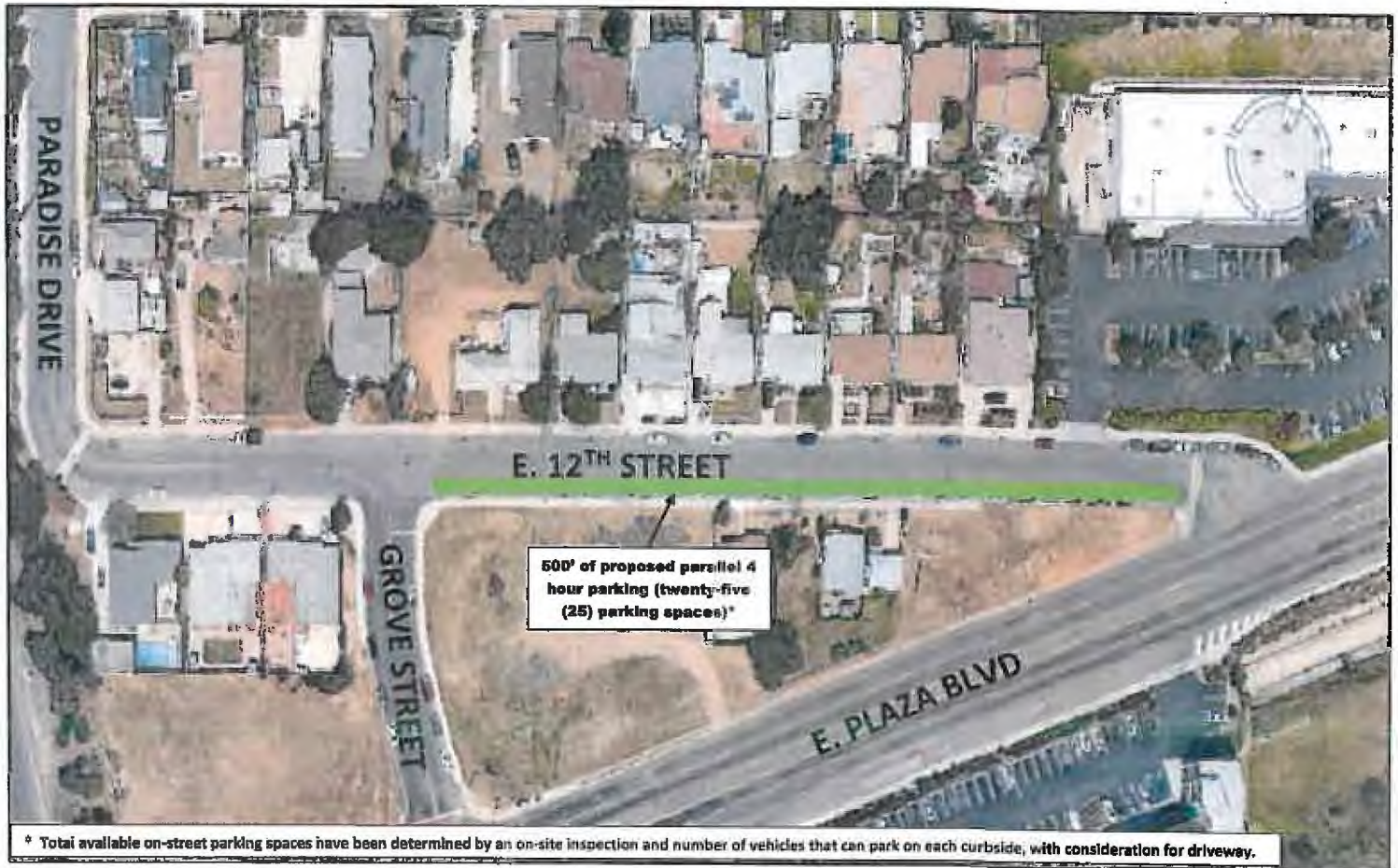
Location Map – Option I (TSC Item: 2017-26)



Location Map – Option II (TSC Item: 2017-26)



Location Map – Option III (TSC Item: 2017-26)



Location Map – Option IV (TSC Item: 2017-26)





Request to Review Parking Options – 2125 E. 12th Street (looking west)



Request to Review Parking Options – 2200 E. 12th Street (looking west)



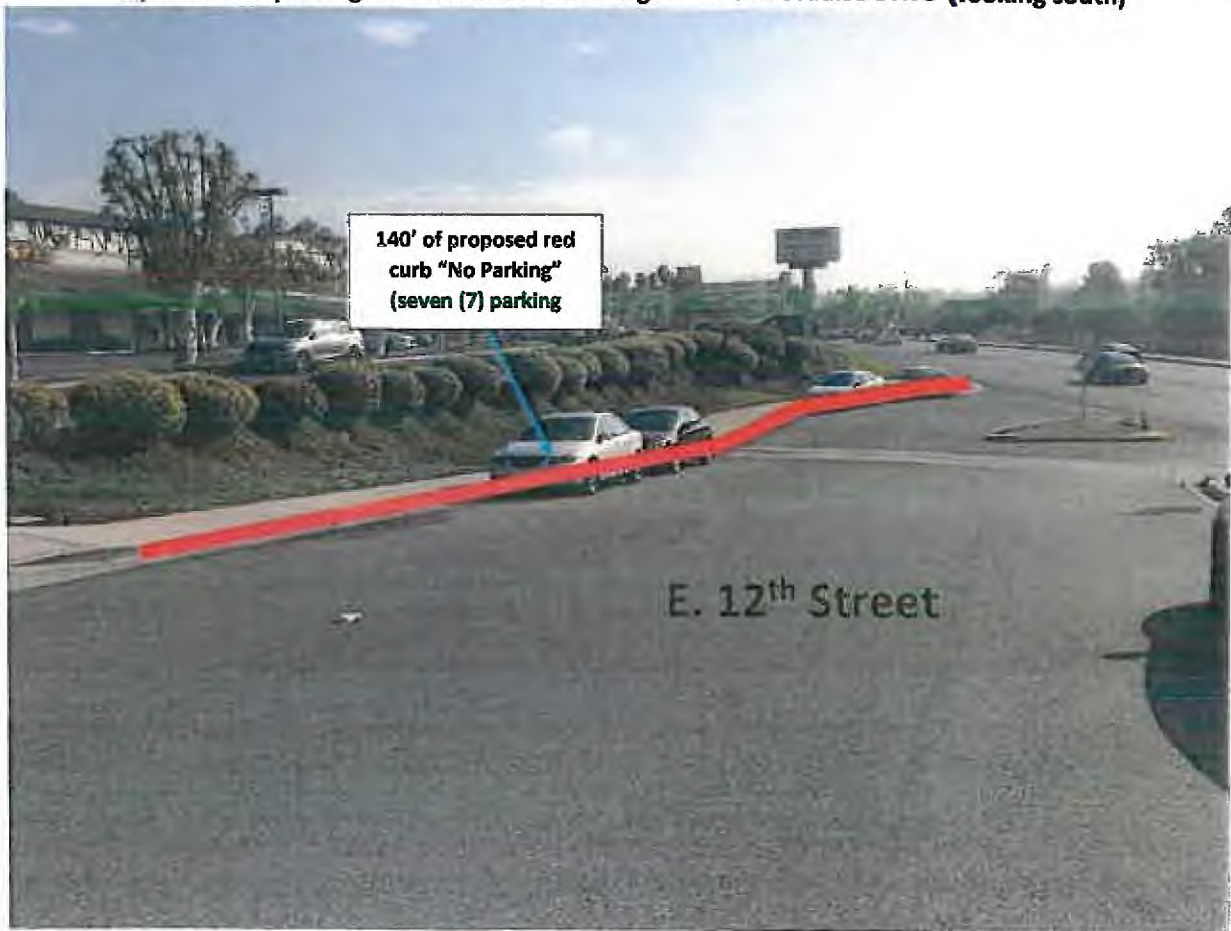
Request to Review Parking Options – 2228 E. 12th Street (looking west)



Request to Review Parking Options – 2272 E. 12th Street (looking west)



Option I "No parking Vehicles Over 6 Feet High" – 1101 Paradise Drive (looking south)



Option II – Red Curb "No Parking" on the corner of the north side of E. 12 St, west of E. Plaza Blvd (looking east)



Option II – Red Curb “No Parking” on the corner of the north side of E. 12 St, west of E. Plaza Blvd (looking west)

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City authorizing the installation of All-Way Stop Control at the T-intersection of E. 14th Street and Grove Street in response to safety concerns by area residents (TSC No. 2017-27). (Engineering/Publ

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Resolution of the City Council of the City of National City authorizing the installation of All-Way Stop Control at the T-intersection of E. 14th Street and Grove Street in response to safety concerns by area residents. (TSC No. 2017-27).

PREPARED BY: Luca Zappiello, Civil Engineering Tech

PHONE: 619-336-4360

EXPLANATION:

See attached.

DEPARTMENT: Engineering/Public Works

APPROVED BY: _____



FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt a Resolution authorizing installation of All-Way Stop Control at the T-intersection of E. 14th Street and Grove Street in response to safety concerns by area residents.

BOARD / COMMISSION RECOMMENDATION:

At their meeting on September 13, 2017, the Traffic Safety Committee approved staff's recommendation to install All-Way Stop Control at the T-intersection of E. 14th Street and Grove Street.

ATTACHMENTS:

1. Explanation w/ Exhibit and Traffic Analysis
2. Staff Report to the Traffic Safety Committee on September 13, 2017 (TSC No. 2017-27)
3. Resolution

EXPLANATION

Mr. Hector Leal, resident of National City, has requested the installation of All-Way Stop control at the T-intersection of E. 14th Street and Grove Street. Mr. Leal stated that since vehicles are parked on the north side of E. 14th Street, east of Grove Street, it is difficult to see westbound vehicles travelling on E. 14th Street, which presents a safety concern for drivers. Mr. Leal stated that there was a recent accident at this intersection.

Staff performed a site evaluation. E. 14th Street and Grove Street are currently 2-lanes with speed limits of 25 mph. Grove Street does not have parking on either side of the street, whereas E. 14th Street has available parking on both sides of the street. The T-intersection of the two streets is currently Stop controlled for southbound Grove Street only.

In order to assess whether or not All-Way Stop control is warranted at this intersection, City Engineering staff authorized Kimley-Horn & Associates to perform a formal All-Way Stop warrant analysis consistent with the guidelines provided in the California Manual on Uniform Traffic Control Devices (see attached traffic analysis dated June 14, 2017). The analysis includes review of 48-hour Average Daily Traffic (ADT) data collected in May, 2017. Based on the traffic volumes collected, the intersection was found to meet the minimum volume thresholds for the same eight hours of a day. Staff reviewed the traffic collision history for this location, which confirmed there was one "reported" traffic collision within the past four years.

This item was presented to the Traffic Safety Committee on September 13, 2017. Ms. Margaret Hagar, area resident was present to speak on the item. Ms. Hagar confirmed Mr. Leal's statements regarding safety. Staff presented the results of the site evaluation and All-Way Stop warrant analysis, which supports installation of All-Way Stop control at the T-intersection of E. 14th Street and Grove Street. After discussion, the Traffic Safety Committee voted to approve the staff recommendation.

Based on the findings of the All-Way Stop warrant analysis, staff recommends the installation of All-Way Stop control at the T-intersection of E. 14th Street and Grove Street. California Vehicle Code and National City Municipal Code require a minimum of 25 feet of red curb "No Parking" for each approach to a Stop sign. In addition, staff recommends striping 50 feet of double-yellow centerline for each approach to better channelize drivers approaching the Stop signs. These improvements will result in the loss of three on-street parallel parking spaces at the intersection, which will enhance visibility for drivers.

If approved by City Council, all work will be performed by City Public Works.

Location Map with Recommended Enhancements (TSC Item: 2017-27)



MEMORANDUM

To: Stephen Manganiello
City of National City
From: Leo Espelet
Kimley-Horn and Associates, Inc.
Date: June 14, 2016
Subject: All-way stop control evaluation at Grove Street & 14th Street

This memorandum was prepared to evaluate the option of all-way stop control at the intersection of Grove Street and 14th Street in the City of National City.

Grove Street is a local street which provides access to commercial businesses off of Plaza Boulevard, one of the largest and busiest streets in National City. Grove Street is currently 2-lanes wide with no parking on either side. 14th Street is a local roadway providing access to single family home residences with parking on both sides of the street. The T-intersection between the two streets is currently stop controlled for southbound Grove Street. Figure 1 illustrates the existing intersection conditions.

The guiding document for the evaluation of intersection traffic control is the 2014 California Manual on Uniform Traffic Control Devices (CA-MUTCD). The applicable CA-MUTCD excerpt is provided in **Appendix A** and summarized below.

Section 2B-07 Multi-way Stop Applications

The use of all-way stop control should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

Crashes:

- Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

Minimum Volumes:

- The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and
- The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but
- If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in the prior two bulleted items.

Other Criteria:

- The need to control left-turn conflicts;
- The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
- An intersection of two residential neighborhood collectors (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

As a part of the analysis, 48-hour ADT counts were collected on all three legs of the study intersection from Tuesday, May 23rd, 2017 to Wednesday, May 24th, 2017. These counts are provided in **Appendix B**.

Crash data was collected through the Transportation Injury Mapping System (TIMS). At the time of this memorandum, crash data through the end of 2013 was available. There were no recorded collisions at the study intersection.

All-way Stop Control Evaluation**Crashes:**

Crash history between 2010 and 2013 revealed no reported accident within the study area. Therefore, the intersection was not found to exhibit any recurring issues or meet any crash warrant thresholds.

Minimum Volumes:

Based on collected traffic volumes, the intersection was found to meet the minimum volume thresholds for the same eight hours of a day. The average traffic volumes for the peak eight hours on Grove Street was found to be 365 vehicles. The average traffic volumes on 14th Street for the corresponding eight hours is 238 vehicles. Directional traffic volumes are presented in **Table 1**.

Other Criteria:

Sight-distance, left-turn conflict, or vehicle/pedestrian conflict issues were not observed.

Conclusion:

The intersection of Grove Street and 14th Street was found to meet the 8-hour average minimum volume threshold for a multi-way stop and therefore should be considered for a multi-way stop.

Please call me if you have any questions or comments.

Sincerely,



Leonardo Espelet, T.E.

RTE #2678

Attachments:

- Figure 1 - Existing Intersection Map
- Table 1 - Intersection Approach Volumes
- Appendix A – Applicable CA-MUTCD Traffic Control Excerpts
- Appendix B – Existing Traffic Count Data Sheets



TABLE 1
SUMMARY OF INTERSECTION APPROACH VOLUMES

Time of Day	APPROACH VOLUMES	
	Grove Street	14th Street
	SB ^(a)	EB+WB ^(a)
0:00 a.m. to 1:00 a.m.	59	27
1:00 a.m. to 2:00 a.m.	44	18
2:00 a.m. to 3:00 a.m.	32	20
3:00 a.m. to 4:00 a.m.	18	45
4:00 a.m. to 5:00 a.m.	19	114
5:00 a.m. to 6:00 a.m.	58	279
6:00 a.m. to 7:00 a.m.	104	312
7:00 a.m. to 8:00 a.m.	199	307
8:00 a.m. to 9:00 a.m.	225	284
9:00 a.m. to 10:00 a.m.	156	239
10:00 a.m. to 11:00 a.m.	185	228
11:00 a.m. to 12:00 p.m.	219	239
12:00 p.m. to 1:00 p.m.	261	243
1:00 p.m. to 2:00 p.m.	282	235
2:00 p.m. to 3:00 p.m.	360	253
3:00 p.m. to 4:00 p.m.	445	296
4:00 p.m. to 5:00 p.m.	445	269
5:00 p.m. to 6:00 p.m.	463	268
6:00 p.m. to 7:00 p.m.	382	188
7:00 p.m. to 8:00 p.m.	285	153
8:00 p.m. to 9:00 p.m.	202	113
9:00 p.m. to 10:00 p.m.	217	100
10:00 p.m. to 11:00 p.m.	146	72
11:00 p.m. to 12:00 a.m.	88	37
Average of Highest 8-Hours	365	238

Notes:

- (a) This data represents the average of two day counts collected along Grove Street north of 14th Street and along 14th Street near Grove. The data was collected in May 2017.
- (b) Bold = Highest Eight Hours of Traffic

Appendix A – MUTCD AWSC Warrant

Support:

- ¹⁷ Caltrans will grant such permission only when an investigation indicates that the STOP (R1-1) sign will benefit traffic.

Section 2B.06 STOP Sign Applications**Guidance:**

- ⁰¹ At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).
- ⁰² The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:
- A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
 - B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
 - C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

Support:

- ⁰³ The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.

Section 2B.07 Multi-Way Stop Applications**Support:**

⁰¹ Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

⁰² The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

- ⁰³ The decision to install multi-way stop control should be based on an engineering study.
- ⁰⁴ The following criteria should be considered in the engineering study for a multi-way STOP sign installation:
- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
 - B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.
 - C. Minimum volumes:
 - 1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
 - 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
 - 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.
 - D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Option:

- ⁰⁵ Other criteria that may be considered in an engineering study include:
- A. The need to control left-turn conflicts;
 - B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
 - C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and

- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

Section 2B.08 YIELD Sign (R1-2)

Standard:

- 01 The YIELD (R1-2) sign (see Figure 2B-1) shall be a downward-pointing equilateral triangle with a wide red border and the legend YIELD in red on a white background.

Support:

- 02 The YIELD sign assigns right-of-way to traffic on certain approaches to an intersection. Vehicles controlled by a YIELD sign need to slow down to a speed that is reasonable for the existing conditions or stop when necessary to avoid interfering with conflicting traffic.

Section 2B.09 YIELD Sign Applications

Option:

- 01 YIELD signs may be installed:

- A. On the approaches to a through street or highway where conditions are such that a full stop is not always required.
- B. At the second crossroad of a divided highway, where the median width at the intersection is 30 feet or greater. In this case, a STOP or YIELD sign may be installed at the entrance to the first roadway of a divided highway, and a YIELD sign may be installed at the entrance to the second roadway.
- C. For a channelized turn lane that is separated from the adjacent travel lanes by an island, even if the adjacent lanes at the intersection are controlled by a highway traffic control signal or by a STOP sign.
- D. At an intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of the YIELD sign.
- E. Facing the entering roadway for a merge-type movement if engineering judgment indicates that control is needed because acceleration geometry and/or sight distance is not adequate for merging traffic operation.

Standard:

- 02 A YIELD (R1-2) sign shall be used to assign right-of-way at the entrance to a roundabout. YIELD signs at roundabouts shall be used to control the approach roadways and shall not be used to control the circulatory roadway.

- 03 Other than for all of the approaches to a roundabout, YIELD signs shall not be placed on all of the approaches to an intersection.

Section 2B.10 STOP Sign or YIELD Sign Placement

Standard:

- 01 The STOP or YIELD sign shall be installed on the near side of the intersection on the right-hand side of the approach to which it applies. When the STOP or YIELD sign is installed at this required location and the sign visibility is restricted, a Stop Ahead sign (see Section 2C.36) shall be installed in advance of the STOP sign or a Yield Ahead sign (see Section 2C.36) shall be installed in advance of the YIELD sign.

- 02 The STOP or YIELD sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.

- 02a YIELD signs shall not be erected upon the approaches to more than one of the intersecting streets. Refer to CVC 21356.

- 03 STOP signs and YIELD signs shall not be mounted on the same post.

- 04 No items other than inventory stickers, sign installation dates, and bar codes shall be affixed to the fronts of STOP or YIELD signs, and the placement of these items shall be in the border of the sign.

- 05 No items other than official traffic control signs, inventory stickers, sign installation dates, anti-vandalism stickers, and bar codes shall be mounted on the backs of STOP or YIELD signs.

- 06 No items other than retroreflective strips (see Section 2A.21) or official traffic control signs shall be mounted on the fronts or backs of STOP or YIELD signs supports.

Appendix B – Traffic Counts

TUESDAY - MAY 23, 2017

CITY: NATIONAL CITY

PROJECT:

Grove St N-O 14th

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB
00:00	5	13			12:00	68	73		
00:15	7	9			12:15	69	70		
00:30	3	16			12:30	53	66		
00:45	9	24	12	50	12:45	61	251	60	269
01:00	1	17			13:00	56	60		
01:15	5	6			13:15	42	57		
01:30	6	7			13:30	61	61		
01:45	8	20	10	40	13:45	57	216	83	261
02:00	8	9			14:00	46	84		
02:15	1	7			14:15	57	86		
02:30	6	6			14:30	56	92		
02:45	5	20	8	30	14:45	65	224	98	360
03:00	7	2			15:00	75	101		
03:15	9	1			15:15	69	109		
03:30	1	11			15:30	61	125		
03:45	16	33	6	20	15:45	59	264	108	443
04:00	13	2			16:00	61	98		
04:15	21	2			16:15	62	103		
04:30	27	4			16:30	60	109		
04:45	36	97	9	17	16:45	59	242	108	418
05:00	46	12			17:00	63	103		
05:15	70	9			17:15	71	126		
05:30	85	15			17:30	62	120		
05:45	78	279	21	57	17:45	63	259	103	452
06:00	75	18			18:00	75	99		
06:15	76	24			18:15	57	86		
06:30	80	33			18:30	44	80		
06:45	70	301	28	103	18:45	55	231	79	344
07:00	74	33			19:00	57	75		
07:15	79	33			19:15	43	58		
07:30	71	57			19:30	10	65		
07:45	63	287	69	192	19:45	36	146	67	265
08:00	75	74			20:00	45	66		
08:15	68	51			20:15	35	54		
08:30	50	50			20:30	28	34		
08:45	68	261	49	224	20:45	39	147	49	203
09:00	69	34			21:00	38	66		
09:15	48	44			21:15	27	58		
09:30	54	41			21:30	26	53		
09:45	47	218	42	161	21:45	31	122	48	225
10:00	53	46			22:00	28	46		
10:15	62	50			22:15	23	44		
10:30	52	47			22:30	21	35		
10:45	62	229	51	194	22:45	28	100	31	156
11:00	48	35			23:00	12	26		
11:15	52	54			23:15	11	25		
11:30	68	56			23:30	10	27		
11:45	53	221	60	205	23:45	11	44	22	100

Total Vol.	1990	1293	3283	2246	3496	5742
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				Daily Totals			
				NB	SB	EB	WB
				4236	4789		
				9025			
AM				PM			
Split %	60.6%	39.4%	36.4%	39.1%	60.9%		63.6%
Peak Hour	05:30	11:45	07:30	17:15	16:45		17:15
Volume	314	269	528	271	457		719
P.H.F.	0.92	0.92	0.89	0.91	0.91		0.91

PACIFIC TRAFFIC & TRANSIT DATA SERVICES

WEDNESDAY - MAY 24, 2017

CITY: NATIONAL CITY

PROJECT:

Grove N-O 14th

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB
00:00	7	18			12:00	41	59		
00:15	4	15			12:15	61	73		
00:30	9	19			12:30	64	63		
00:45	2	22	16	68	12:45	46	212	58	253
01:00	2	13			13:00	57	77		
01:15	4	18			13:15	60	75		
01:30	0	9			13:30	65	74		
01:45	3	9	7	47	13:45	72	254	77	303
02:00	6	8			14:00	58	83		
02:15	2	8			14:15	50	80		
02:30	5	7			14:30	75	96		
02:45	4	17	10	33	14:45	73	256	100	359
03:00	9	2			15:00	47	101		
03:15	8	2			15:15	80	111		
03:30	14	4			15:30	70	125		
03:45	12	43	7	15	15:45	71	268	109	446
04:00	15	4			16:00	62	114		
04:15	19	2			16:15	54	106		
04:30	38	2			16:30	60	128		
04:45	43	115	13	21	16:45	48	224	123	471
05:00	41	9			17:00	52	127		
05:15	80	10			17:15	73	123		
05:30	92	16			17:30	57	110		
05:45	76	289	24	59	17:45	68	250	114	474
06:00	81	13			18:00	66	109		
06:15	85	25			18:15	55	98		
06:30	70	29			18:30	53	102		
06:45	82	318	37	104	18:45	53	227	110	419
07:00	75	43			19:00	75	95		
07:15	97	34			19:15	40	73		
07:30	77	55			19:30	50	76		
07:45	63	312	73	205	19:45	39	204	61	305
08:00	84	68			20:00	38	53		
08:15	71	58			20:15	25	51		
08:30	72	48			20:30	30	46		
08:45	60	287	51	225	20:45	32	125	51	201
09:00	53	42			21:00	44	58		
09:15	50	31			21:15	27	55		
09:30	66	45			21:30	51	49		
09:45	67	236	33	151	21:45	20	142	47	209
10:00	54	43			22:00	23	40		
10:15	52	42			22:15	24	39		
10:30	49	43			22:30	18	25		
10:45	46	201	47	175	22:45	13	78	31	135
11:00	63	50			23:00	14	18		
11:15	69	68			23:15	15	24		
11:30	46	60			23:30	11	16		
11:45	69	247	55	233	23:45	9	49	17	75
Total Vol.	2096	1336			3432	2289	3650		5939
					Daily Totals				
					NB	SB	EB	WB	Combined
					4385	4986			9371
AM					PM				
Split %	61.1%	38.9%		36.6%	38.5%	61.5%			63.4%
Peak Hour	05:30	07:30		07:15	15:15	16:30			15:15
Volume	334	254		551	283	501			742
P.H.F.	0.91	0.87		0.91	0.91	0.98			0.93

PACIFIC TRAFFIC & TRANSIT DATA SERVICES

TUESDAY - MAY 23, 2017

CITY: NATIONAL CITY

PROJECT:

14th St W-O Grove

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB
00:00			3	8	12:00			25	32
00:15			5	0	12:15			29	32
00:30			1	7	12:30			25	35
00:45			2	11	12:45			23	102
01:00			2	9	13:00			23	21
01:15			1	6	13:15			16	17
01:30			5	4	13:30			31	22
01:45			5	13	13:45			21	91
02:00			4	5	14:00			13	24
02:15			0	3	14:15			27	40
02:30			2	4	14:30			33	32
02:45			3	9	14:45			34	107
03:00			2	2	15:00			39	38
03:15			1	1	15:15			29	41
03:30			6	0	15:30			22	49
03:45			5	14	15:45			30	120
04:00			6	1	16:00			31	46
04:15			5	2	16:15			34	37
04:30			12	2	16:30			36	37
04:45			12	35	16:45			42	143
05:00			13	5	17:00			35	38
05:15			15	4	17:15			27	45
05:30			15	8	17:30			17	49
05:45			23	66	17:45			22	101
06:00			14	8	18:00			18	25
06:15			14	11	18:15			15	16
06:30			16	19	18:30			11	13
06:45			17	61	18:45			10	54
07:00			22	19	19:00			7	11
07:15			24	12	19:15			12	8
07:30			21	28	19:30			10	7
07:45			21	88	19:45			8	37
08:00			23	34	20:00			7	6
08:15			23	28	20:15			5	1
08:30			26	25	20:30			9	3
08:45			25	97	20:45			6	27
09:00			30	13	21:00			3	2
09:15			19	21	21:15			7	0
09:30			21	18	21:30			4	4
09:45			23	93	21:45			5	19
10:00			6	22	22:00			2	2
10:15			26	29	22:15			6	3
10:30			23	24	22:30			3	0
10:45			19	74	22:45			2	13
11:00			22	20	23:00			1	2
11:15			21	23	23:15			4	1
11:30			23	26	23:30			2	3
11:45			17	83	23:45			0	7

Total Vol.

644 636 1280

821 968 1789

Split %	AM			PM		
	NB	SB	Combined	NB	SB	Combined
Peak Hour	08:15	11:45	11:45	16:15	15:15	16:00
Volume	104	125	221	147	171	294
P.H.F.	0.87	0.89	0.91	0.88	0.87	0.95

PACIFIC TRAFFIC & TRANSIT DATA SERVICES

WEDNESDAY - MAY 24, 2017

CITY: NATIONAL CITY

PROJECT:

14th St W-O Grove

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB
00:00			4	6	12:00			31	28
00:15			2	3	12:15			26	30
00:30			3	5	12:30			27	33
00:45			5	14	12:45			22	106
01:00			1	9	13:00			18	24
01:15			2	6	13:15			22	20
01:30			1	4	13:30			27	25
01:45			3	7	13:45			19	86
02:00			2	4	14:00			17	33
02:15			4	2	14:15			23	27
02:30			0	5	14:30			28	34
02:45			1	7	14:45			33	101
03:00			0	1	15:00			35	42
03:15			2	0	15:15			33	44
03:30			4	2	15:30			28	37
03:45			4	10	15:45			27	123
04:00			7	0	16:00			34	39
04:15			6	3	16:15			38	45
04:30			8	3	16:30			40	43
04:45			10	31	16:45			37	149
05:00			12	4	17:00			33	40
05:15			13	7	17:15			29	43
05:30			18	5	17:30			26	36
05:45			13	56	17:45			18	106
06:00			16	11	18:00			13	28
06:15			12	14	18:15			17	22
06:30			15	17	18:30			12	15
06:45			20	63	18:45			8	50
07:00			18	16	19:00			11	13
07:15			22	21	19:15			10	11
07:30			25	25	19:30			6	9
07:45			24	89	19:45			9	36
08:00			19	31	20:00			4	8
08:15			22	33	20:15			8	4
08:30			28	27	20:30			5	2
08:45			28	97	20:45			7	24
09:00			23	18	21:00			6	3
09:15			25	17	21:15			4	7
09:30			18	22	21:30			8	1
09:45			17	83	21:45			2	20
10:00			18	27	22:00			4	2
10:15			22	23	22:15			4	2
10:30			20	30	22:30			1	4
10:45			25	85	22:45			3	12
11:00			19	24	23:00			4	0
11:15			23	19	23:15			2	3
11:30			25	23	23:30			2	1
11:45			27	94	23:45			2	10

Total Vol.

636 649 1285

823 986 1809

Split %	AM			Daily Totals		
	NB	SB	EB	WB	Combined	
			1459	1635	3094	
			PM			
			45.5%	54.5%	58.5%	
Peak Hour	11:45	07:45	11:45	16:00	15:45	16:00
Volume	111	124	230	149	168	312
P.H.F.	0.90	0.94	0.94	0.93	0.93	0.94

PACIFIC TRAFFIC & TRANSIT DATA SERVICES

TUESDAY - MAY 23, 2017

CITY: NATIONAL CITY

PROJECT:

14th St E-O Grove

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB			
00:00			6	3	12:00			43	38			
00:15			9	2	12:15			43	41			
00:30			11	2	12:30			38	31			
00:45			6	32	7	14	46	42	166	41	151	317
01:00			9	1	13:00			44	39			
01:15			3	5	13:15			41	24			
01:30			6	0	13:30			43	37			
01:45			7	25	5	11	36	55	183	34	134	317
02:00			4	3	14:00			61	35			
02:15			3	0	14:15			49	31			
02:30			2	4	14:30			66	34			
02:45			3	12	2	9	21	72	248	39	139	387
03:00			0	7	15:00			80	50			
03:15			0	8	15:15			83	44			
03:30			1	7	15:30			88	43			
03:45			5	6	10	32	38	77	328	45	182	510
04:00			1	7	16:00			70	29			
04:15			2	18	16:15			78	33			
04:30			2	18	16:30			91	34			
04:45			7	12	29	72	84	85	324	31	127	451
05:00			8	36	17:00			83	35			
05:15			4	56	17:15			90	46			
05:30			8	67	17:30			87	43			
05:45			9	29	55	214	243	79	339	36	160	499
06:00			11	62	18:00			67	42			
06:15			14	60	18:15			62	35			
06:30			18	66	18:30			55	31			
06:45			11	54	59	247	301	64	248	36	144	392
07:00			18	52	19:00			43	41			
07:15			24	63	19:15			44	22			
07:30			38	48	19:30			44	23			
07:45			45	125	47	210	335	50	181	17	103	284
08:00			44	57	20:00			45	34			
08:15			32	48	20:15			33	19			
08:30			26	31	20:30			17	21			
08:45			29	131	39	175	306	29	124	24	98	222
09:00			31	44	21:00			42	22			
09:15			28	30	21:15			43	13			
09:30			28	33	21:30			35	17			
09:45			18	105	28	135	240	28	148	20	72	220
10:00			27	45	22:00			33	17			
10:15			24	39	22:15			28	9			
10:30			26	32	22:30			22	16			
10:45			36	113	43	159	272	17	100	24	66	166
11:00			25	34	23:00			22	6			
11:15			33	31	23:15			22	9			
11:30			36	46	23:30			19	8			
11:45			39	133	40	151	284	21	84	6	29	113

Total Vol.

777 1429 2206

Daily Totals

NB	SB	EB	WB	Combined
		3250	2834	6084
PM				
		63.8%	36.2%	63.7%
16:30	15:00	15:00		
349	182	510		
0.96	0.91	0.97		

AM

Split %	35.2%	64.8%	36.3%
Peak Hour	11:45	06:00	07:15
Volume	163	247	366
P.H.F.	0.95	0.94	0.91

PACIFIC TRAFFIC & TRANSIT DATA SERVICES

WEDNESDAY - MAY 24, 2017

CITY: NATIONAL CITY

PROJECT:

14th St E-O Grove

AM Period	NB	SB	EB	WB	PM Period	NB	SB	EB	WB
00:00			18	4	12:00			32	24
00:15			13	3	12:15			54	33
00:30			12	5	12:30			38	44
00:45			9	52	3	15	67	37	161
01:00			5	2	13:00			47	27
01:15			11	1	13:15			49	41
01:30			7	1	13:30			54	44
01:45			3	26	0	4	30	60	210
02:00			5	3	14:00			57	34
02:15			3	2	14:15			56	30
02:30			4	5	14:30			63	52
02:45			7	19	4	14	33	71	247
03:00			1	7	15:00			73	27
03:15			1	5	15:15			75	49
03:30			3	14	15:30			83	47
03:45			4	9	7	33	42	79	310
04:00			3	13	16:00			82	27
04:15			2	16	16:15			70	27
04:30			2	25	16:30			90	31
04:45			8	15	36	90	105	84	326
05:00			5	28	17:00			89	39
05:15			6	67	17:15			91	41
05:30			9	77	17:30			75	42
05:45			9	29	49	221	250	79	334
06:00			7	62	18:00			86	33
06:15			12	65	18:15			65	33
06:30			17	57	18:30			67	30
06:45			17	53	69	253	306	79	297
07:00			20	57	19:00			56	49
07:15			17	68	19:15			55	23
07:30			31	55	19:30			50	34
07:45			41	109	46	226	335	35	196
08:00			37	65	20:00			30	21
08:15			39	48	20:15			41	17
08:30			30	47	20:30			35	16
08:45			36	142	38	198	340	30	136
09:00			25	37	21:00			40	29
09:15			23	34	21:15			44	16
09:30			20	47	21:30			38	31
09:45			16	84	48	166	250	33	155
10:00			28	37	22:00			40	18
10:15			16	38	22:15			30	14
10:30			20	30	22:30			18	13
10:45			30	94	33	138	232	33	121
11:00			29	47	23:00			13	4
11:15			48	43	23:15			11	10
11:30			37	26	23:30			16	8
11:45			37	151	33	149	300	16	56

Total Vol.

783 1507 2290

2549 1400 3949

	NB	SB	EB	WB	Combined
			3332	2907	6239
			PM		
Split %	34.2%	65.8%	36.7%	64.5%	35.5%
Peak Hour	11:45	05:15	07:30	16:30	14:30
Volume	161	255	362	354	171
P.H.F.	0.75	0.83	0.89	0.97	0.82

PACIFIC TRAFFIC & TRANSIT DATA SERVICES

**NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR SEPTEMBER 13, 2017**

ITEM NO. 2017-27

ITEM TITLE: **REQUEST TO INSTALL ALL-WAY STOP CONTROL AT THE T-INTERSECTION BETWEEN E. 14TH STREET AND GROVE STREET IN RESPONSE TO SAFETY CONCERN FOR DRIVERS.**

PREPARED BY: Luca Zappiello, Civil Engineering Technician
Engineering & Public Works Department

DISCUSSION:

Mr. Hector Leal, resident of National City, has requested the installation of All-Way Stop Control at the T-intersection between E. 14th Street and Grove Street. Mr. Leal stated that since vehicles are parked on the north side of E. 14th Street, east of Grove Street, it is difficult to see westbound vehicles travelling on E. 14th Street, which presents a safety concern for drivers. Mr. Leal stated that there was a recent accident at the above-mentioned intersection.

Staff inspected the area. E. 14th Street and Grove Street are currently 2-lanes wide with a posted speed limit of 25 mph. Grove Street does not have parking on either side of the street, whereas E. 14th Street has available parking on both sides of the street. The T-intersection between the two streets is currently stop controlled for southbound Grove Street.

In order to assess whether or not All-Way Stop control is warranted at the T-intersection between E. 14th Street and Grove Street, City Engineering staff requested Kimley-Horn & Associates to perform a formal traffic study (see attached traffic study dated June 14, 2017). The analysis was conducted on 48-hour Average Daily Traffic (ADT) from Tuesday, May 23rd, 2017 to Wednesday, May 24th, 2017. The average traffic volume (ATV) for the peak eight hours on Grove Street is 350 vehicles. The ATV on 14th Street for the corresponding eight hours is 238 vehicles.

Staff reviewed the traffic collision history for this location, which confirmed there was one "reported" traffic collision within the past four years.

The results of the traffic study indicate that installation of All-Way Stop control is warranted at the T-intersection between E. 14th Street and Grove Street. Therefore, staff recommends the installation of All-Way Stop Control at the T-intersection between E. 14th Street and Grove Street. With this proposed All-Way Stop Control, 25 feet of red curb "No Parking" is automatically required on E. 14th Street on the east and west side of Grove Street. The new configuration of the intersection will provide a loss of three (3) on-street parallel parking spaces and will enhance safety and visibility at the intersection. Additionally, staff recommends striping 50 feet of double-yellow centerline to better channel drivers near the intersection.

Staff sent notices to area property owners and tenants, inviting them to attend the Traffic Safety Committee Meeting and/or contact staff with any questions.

STAFF RECOMMENDATION:

Staff recommends the following traffic safety enhancements at the T-intersection between E. 14th Street and Grove Street:

1. Install 25 feet of red curb "No Parking" on E. 14th Street on the east side of Grove Street. This will result in the loss of one (1) on-street parallel parking space;
2. Install 49 feet of red curb "No Parking" on E. 14th Street on the west side of Grove Street. This will result in the loss of two (2) on-street parallel parking space.
3. Install two Stop control signs on E. 14th Street on the east and west side of Grove Street;
4. Install 50 westerly feet of double-yellow centerline on E. 14th Street on the west side of Grove Street;
5. Install 50 easterly feet of double-yellow centerline on E. 14th Street on the east side of Grove Street;

EXHIBITS:

1. Public Request;
2. Public Notice;
3. Location Map;
4. Photos;

2017-27

4/27/2017

Traffic Safety Committee:

On Friday, April 21ST 2017
around 10 AM, I was in a
motorcycle accident on

14TH AND GROVE NATIONAL CITY.

That is a three way Street with
one stop sign. Days prior
my wife was almost in an
accident in that same
intersection and on the day
of my accident she was almost
hit again. The police that
was there on the day of the
accident suggested that I
write a letter so it won't happen
again. Since it has not been
the 1ST time it happens to
other people also.

When you get to the
Stop sign of grove and
14TH ST. on the Left side
There are cars parked that
make it hard for visibility
for upcoming traffic. Drivers
need to go forward at the
stop and since there is no
stop on 14THST cars don't
stop and don't think that
the cars on grove will stop.
So it is a big problem.

I believe a stop sign
should be placed on the
corner of 14TH and grove.
The only problem is that on
grove there is a car's garage.

Thank you for your
time and I hope you
Take it in consideration.
So there are no more
accidents like mine

Thank you
Hector Leal.
cell

ENG & PW DEPT.

CITY OF NATIONAL CITY

RCUD PW12:08 APR27'17



September 5, 2017

Resident/Property Owner

Subject: TRAFFIC SAFETY COMMITTEE (TSC) ITEM NO. 2017-27

**REQUEST TO INSTALL ALL-WAY STOP CONTROL AT THE T-INTERSECTION
BETWEEN E. 14TH STREET AND GROVE STREET**

Dear Sir/Madame:

The City of National City would like to invite you to our next public Traffic Safety Committee Meeting scheduled for **Wednesday, September 13, 2017, at 1:00 P.M.** in the 2nd Floor Large Conference Room of the Civic Center Building, 1243 National City Boulevard, to discuss the above-referenced item.

The City Hall is ADA compliance. Please note that there are two disabled persons parking spaces in front of City Hall on the east side of National City that provide direct access on the 2nd Floor of City Hall via a pedestrian bridge.

If you have any questions, comments, and/or concerns, please contact the Engineering Department at 619-336-4380 and reference Traffic Safety Committee Item Number 2017-27.

Sincerely,

Stephen Manganiello
City Engineer

SM:lz

Enclosure: Location Map

2017-27

1234 National City Boulevard, National City, CA 91950-6530
(619) 336-4380 Fax (619) 336-4397 engineering@nationalcityca.gov

Location Map with Recommended Enhancements (TSC Item: 2017-27)





Request to install All-Way Stop Control between E. 14th Street and Grove Street (looking east)



Request to install All-Way Stop Control between E. 14th Street and Grove Street (looking west)



Request to install All-Way Stop Control between E. 14th Street and Grove Street (looking south)

The following page(s) contain the backup material for Agenda Item: Temporary Use Permit – 2nd Annual Sweetest Ride Kustom Car & Bike Show hosted by Sweetwater Harley Davidson on October 28, 2017 from 11 a.m. to 8 p.m. at 3201 Hoover Avenue with no waiver of fees. (Neighborhood Services)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Temporary Use Permit –2nd Annual Sweetest Ride Kustom Car & Bike Show hosted by Sweetwater Harley Davidson on October 28, 2017 from 11 a.m. to 8 p.m. at 3201 Hoover Avenue with no waiver of fees.

PREPARED BY: Dionisia Trejo

DEPARTMENT: Neighborhood Services Department

PHONE: (619) 336-4255

APPROVED BY: 

EXPLANATION:

This is a request from Sweetwater Harley Davidson to conduct the 2nd Annual Sweetest Ride Kustom Car & Bike Show on October 28, 2017 from 11 a.m. to 8 p.m. at 3201 Hoover Avenue. This event will consist vehicle and motorcycle displays, food vendors, live entertainment and other vendor booths. There will be a registration fee to participate in this event as a vendor or vehicle display, however all proceeds will benefit the "Loving You Through It" a non-profit breast cancer awareness organization.

Security will be provide by J. Casper & Associates and the applicant will also provide their own stage and audio equipment for this event.

NOTE: This event was approved last year by City Council with no waiver of fees.

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO.

APPROVED: _____ **MIS**

City fee of \$237.00 for processing the TUP through the various City departments, plus \$200.00 for Fire Inspection, \$118.00 for Building and \$113.36 for Public Works.
Total fees: \$ 668.36

ENVIRONMENTAL REVIEW:

N/A

ORDINANCE: INTRODUCTION: ☐

FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Approve the Application for a Temporary Use Permit subject to compliance with all conditions of approval with no waiver of fees or in accordance to City Council Policy 802.

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

Application for a Temporary Use Permit with recommended approvals and conditions of approval.



City of National City ■ Neighborhood Services Department
1243 National City Boulevard ■ National City, CA 91950
(619) 336-4364 ■ fax (619) 336-4217
www.nationalcityca.gov

Special Event Application

Type of Event

- ☒ Fair/Festival ☐ Parade/March ☐ Walk or Run ☐ Concert/Performance
☐ TUP ☐ Sporting Event ☒ Other (specify) CAR SHOW

Event Name & Location

Event Title 2nd Annual Sweetest Ride Kustom Car & Bike Show

Event Location (list all sites being requested) 3201 Hoover Ave National City, CA 91950

Event Times

Set-Up Starts
Date 10/28/2017 Time 9:00 AM Day of Week Saturday

Event Starts
Date 10/28/2017 Time 11:00 AM Day of Week Saturday

Event Ends
Date 10/28/2017 Time 8:00 PM Day of Week Saturday

Breakdown Ends
Date 10/28/2017 Time 8:00 PM Day of Week Saturday



Applicant Information

Applicant (Your name) Anastasia Polles Sponsoring Organization Sweetwater H-D

Event Coordinator (if different from applicant) Desiree Tousey

Mailing Address 3201 Hoover Ave National City, CA 91950

Day Phone 6194774477 After Hours Phone 6193410222 Cell 6193410222 Fax 6194774470

Public Information Phone 6194774477 E-mail swhdmarketing@gmail.com

Applicant agrees to investigate, defend, indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City, its officers, employees and agents may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the employees, subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the occupancy, enjoyment and use of any City premises under this agreement to the extent permitted by law.

Applicant understands this TUP/special event may implicate fees for City services, which will have to be paid in the City's Finance Department 48 hours prior to the event set-up. The undersigned also understands and accepts the City's refund policy for application processing and facility use and that fees and charges are adjusted annually and are subject to change.

Signature of Applicant: [Signature] Date

Special Event Application (continued)

Please complete the following sections with as much detail as possible since fees and requirements are based on the information you provide us.

Fees/Proceeds/Reporting

Is your organization a "Tax Exempt, nonprofit" organization? Yes ☐ No ☒

Are admission, entry, vendor or participant fees required? Yes ☒ No ☐

If YES, please explain the purpose and provide amount (s):

\$50.00 Vendor Fee, as well as \$20 Registration for Car or Motorcycle which will be donated

to the non-profit organization Loving You Through It

\$ _____ Estimated Gross Receipts including ticket, product and sponsorship sales from this event.

\$ 2000 _____ Estimated Expenses for this event.

\$ 1500 _____ What is the projected amount of revenue that the Nonprofit Organization will receive as a result of this event?

Description of Event

☐ First time event ☒ Returning Event ☐ include site map with application

Note that this description may be published in our City Public Special Events Calendar:

This event is to raise awareness for Breast Cancer, all proceeds from this event are donated to the

non-profit organization Loving You Through It. We will have a Car and Motorcycle Show, as well as a

Pin-Up girl contest. Trophies will be awarded for select categories. Live Music, Food, and Vendors.

Estimated Attendance

Anticipated # of Participants: 300 Anticipated # of Spectators: 300

Traffic Control, Security, First Aid and Accessibility

Requesting to close street(s) to vehicular traffic? Yes ☐ No ☒

List any streets requiring closure as a result of the event (provide map): _____

Date and time of street closure: _____ Date and time of street reopening: _____

☐ Other (explain) _____

Requesting to post "no parking" notices? Yes ☒ No ☐

☒ Requested "No Parking" on city streets and/or parking lots (list streets/parking lots) (provide map):

In front of 3201 Hoover Ave. and 3202 Hoover Ave.

☐ Other (explain) _____

Security and Crowd Control

Depending on the number of participants, your event may require Police services.

Please describe your procedures for both Crowd Control and Internal Security: We have a security
company for crowd control as well as volunteers for street and car parking.

Have you hired Professional Security to handle security arrangements for this event?

Yes ☒ No ☐ If YES, name and address of Security Organization _____

J. CASPER & ASSOCIATES

Security Director (Name): Joseph Phelps Phone: _____

If using the services of a professional security firm AND the event will occur on City property, please provide a copy of its insurance certificate, evidencing liability with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate, as well as and additional insured endorsement naming the City of National City, its officers, employees, and agents as additional insureds. Evidence of insurance must be provided by the vendor or its insurer to the City's Risk Manager for review and approval prior to the event.

Is this a night event? Yes ☒ No ☐ If YES, please state how the event and surrounding area will be illuminated to ensure safety of the participants and spectators: _____

Parking Lot is well lit, as well as 2 large stadium style lights with generators for both exits

First Aid

Depending on the number of participants, your event may require specific First Aid services.

First aid station to be staffed by event staff? Yes ☒ No ☐ First aid/CPR certified? Yes ☐ No ☒

☐ First aid station to be staffed by professional company. ▶ Company _____

Accessibility

Please describe your Accessibility Plan for access at your event by individuals with disabilities:

We have two entrances for individuals with disabilities to enter the facility, majority of the event will be out in the parking lot which is easily accessible for everyone.

Elements of your Event

Setting up a stage? Yes ☒ No ☐

☐ Requesting City's PA system

☐ Requesting City Stage; if yes, which size? ☐ Dimensions (13x28) ☐ Dimensions (20x28)

☒ Applicant providing own stage ▶ 40x20 (Dimensions)

Setting up canopies or tents?

10 # of canopies size 10x10

of tents size

☐ No canopies/tents being set up

Setting up tables and chairs?

☐ Furnished by Applicant or Contractor

of tables ☒ No tables being set up

of chairs ☒ No chairs being set up

☐ (For City Use Only) Sponsored Events – Does not apply to co-sponsored events

of tables ☐ No tables being set up

of chairs ☐ No chairs being set up

Contractor Name _____

Contractor Contact Information _____
Address City/State Phone Number

Setting up other equipment?

☐ Sporting Equipment (explain) _____

☐ Other (explain) _____

☒ Not setting up any equipment listed above at event

Having amplified sound and/or music? Yes ☒ No ☐

☐ PA System for announcements ☐ CD player or DJ music

☐ Live Music ▶ ☒ Small 4-5 piece live band ▶ ☐ Large 6+ piece live band

☐ Other (explain) _____

If using live music or a DJ. ▶ Contractor Name SAUTANA PA Ti
▶ CHULAVISTA, CA
Address City/State Phone Number

Using lighting equipment at your event? Yes ☒ No ☐

☒ Bringing in own lighting equipment

☐ Using professional lighting company ▶ Company Name _____
Address City/State Phone Number

Using electrical power? Yes ☒ No ☐

☒ Using on-site electricity ☐ For sound and/or lighting ☐ For food and/or refrigeration

☐ Bringing in generator(s) ☐ For sound and/or lighting ☐ For food and/or refrigeration

Vendor Information

PLEASE NOTE: You may be required to apply for a temporary health permit if food or beverages are sold or given away during your special event. Also see 'Permits and Compliance' on page 8 in the Special Event Guide. For additional information on obtaining a temporary health permit, please contact the County of San Diego Environmental Health at (619) 336-2363.

Having food and non-alcoholic beverages at your event? Yes ☒ No ☐

☐ Vendors preparing food on-site ▶ # _____ ▶ Business License # _____

If yes, please describe how food will be served and/or prepared: _____

If you intend to cook food in the event area please specify the method:

☐ GAS ☐ ELECTRIC ☐ CHARCOAL ☐ OTHER (Specify): _____

☐ Vendors bringing pre-packaged food ▶ # _____ ▶ Business License # _____

☒ Vendors bringing bottled, non-alcoholic beverages (i.e., bottled water, can soda, etc.) ▶ # _____

☐ Vendors selling food # _____ ▶ Business License #(s) _____

☐ Vendors selling merchandise # _____ ▶ Business License #(s) _____

☐ Food/beverages to be handled by organization; no outside vendors

☐ Vendors selling services # _____ ▶ Business License #(s) _____

▶ Explain services _____

☐ Vendors passing out information only (no business license needed) # _____

▶ Explain type(s) of information _____

☐ No selling or informational vendors at event

Having children activities? Yes ☐ No ☒

PLEASE NOTE: In the event inflatable jumps are provided at the event, The City of National City requires commercial liability insurance with limits of at least \$1 Million dollars per occurrence/\$2 Million dollars aggregate. In addition, the City of National City must be named as an Additional Insured pursuant to a separate endorsement, which shall be provided by the vendor or its insurer to the City's Risk Manager, along with the Certificate of Insurance, for approval prior to the event. The application should be filed out at least one week prior to the event. There is a \$25 fee to process the permit application. For questions or to obtain a copy of the "Facility Use Application", please contact the Engineering/Public Works Department at (619) 336-4580.

☐ Inflatable bouncer house # _____ ☐ Rock climbing wall Height _____

☐ Inflatable bouncer slide # _____ ☐ Arts & crafts (i.e., craft making, face painting, etc.)

☐ Other _____

Having fireworks or aerial display? Yes ☐ No ☒

☐ Vendor name and license # _____

Dimensions _____ Duration _____

Number of shells _____ Max. size _____

PLEASE NOTE: In the event fireworks or another aerial display is planned for your event, The City of National City requires commercial liability insurance with limits of at least \$2 Million dollars per occurrence/ \$4 Million dollars aggregate. In addition, the City of National City must be named as an Additional Insured pursuant to a separate endorsement, which shall be provided by the vendor or its insurer to the City's Risk Manager, along with the Certificate of Insurance, for approval prior to the event. Depending on the size and/or nature of the fireworks display, the City reserves the right to request higher liability limits. The vendor must also obtain a fireworks permit from the National City Fire Department and the cost is \$502.00

Arranging for media coverage? Yes ☐ No ☒

☐ Yes, but media will not require special set-up

☐ Yes, media will require special set-up. Describe _____

Event Signage

PLEASE NOTE: For City sponsored or co-sponsored events, banners publicizing the event may be placed on the existing poles on the 1800 block and 3100 block of National City Boulevard. The banners must be made to the City's specifications. Please refer to the City's Special Event Guidebook and Fee Schedule for additional information.

Are you planning to have signage at your event? Yes ☐ No ☒

☐ Yes, we will post signage # _____ Dimensions _____

☐ Yes, having inflatable signage # _____ ► (complete Inflatable Signage Request form)

☐ Yes, we will have banners # _____

☐ What will signs/banners say? _____

☐ How will signs/banners be anchored or mounted? _____

Waste Management

PLEASE NOTE: One toilet for every 250 people is required, unless the applicant can show that there are sufficient facilities in the immediate area available to the public during the event.

Are you planning to provide portable restrooms at the event? Yes ☐ No ☒

If yes, please identify the following:

► Total number of portable toilets: _____

► Total number of ADA accessible portable toilets: _____

☐ Contracting with portable toilet vendor. ► _____

► Load-in Day & Time _____ Company _____ Phone _____

► Load-out Day & Time _____

☐ Portable toilets to be serviced. ► Time _____

Set-up, Breakdown, Clean-up

Setting up the day before the event?

☐ Yes, will set up the day before the event. ► # of set-up day(s) _____

☒ No, set-up will occur on the event day

Requesting vehicle access onto the turf?

☐ Yes, requesting access onto turf for set-up and breakdown (complete attached Vehicle Access Request form)

☒ No, vehicles will load/unload from nearby street or parking lot.

NPDES-Litter Fence

- ☐ City to install litter fence
- ☐ Applicant to install litter fence

☒ N/A

Breaking down set-up the day after the event?

- ☐ Yes, breakdown will be the day after the event. ► # of breakdown day(s) _____
- ☒ No, breakdown will occur on the event day.

How are you handling clean-up?

- ☐ Using City crews
- ☒ Using volunteer clean-up crew during and after event.
- ☐ Using professional cleaning company during and after event.

Miscellaneous

Please list anything important about your event not already asked on this application:

**Please make a copy of this application for your records.
We do not provide copies.**



Special Events

Pre-Event Storm Water Compliance Checklist

I. Special Event Information

Name of Special Event: <u>SWEETEST RIDE KUSTOM CAR & BIKE SHOW</u>	
Event Address: <u>3201 HOOPER AVE</u>	Expected # of Attendees: <u>200</u>
Event Host/Coordinator: <u>AMBER/DEBRA</u>	Phone Number: <u>(619) 477-4477</u>

II. Storm Water Best Management Practices (BMPs) Review

	YES	NO	N/A
Will enough trash cans provided for the event? Provide number of trash bins: <u>10</u>	X		
Will enough recycling bins provided for the event? Provide number of recycle bins: <u>5</u>	X		
Will all portable toilets have secondary containment trays? (exceptions for ADA compliant portable toilets)			X
Do all storm drains have screens to temporarily protect trash and debris from entering?	X		
Are spill cleanup kits readily available at designated spots?			X

* A Post-Event Storm Water Compliance Checklist will be completed by City Staff.

City of National City

PUBLIC PROPERTY USE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

Persons requesting use of City property, facilities or personnel are required to provide a minimum of \$1,000,000 combined single limit insurance for bodily injury and property damage which includes the City, its officials, agents and employees named as additional insured and to sign the Hold Harmless Agreement. Certificate of insurance must be attached to this permit. The insurance company issuing the insurance policy must have a A.M. Best's Guide Rating of A:VII and that the insurance company is a California admitted company; if not, then the insurance policy to the issuance of the permit for the event. The Certificate Holder must reflect:

City of National City
Risk Management Department
1243 National City Boulevard
National City, CA 91950

Organization: _____

Person in Charge of Activity: _____

Address: _____

Telephone: _____ Date(s) of Use: _____

HOLD HARMLESS AGREEMENT

As a condition of the issuance of a temporary use permit to conduct its activities on public or private property, the undersigned hereby agree(s) to defend, indemnify and hold harmless the City of National City and the Parking Authority and its officers, employees and agents from and against any and all claims, demands, costs, losses, liability or, for any personal injury, death or property damage, or both, or any litigation and other liability, including attorneys fees and the costs of litigation, arising out of or related to the use of public property or the activity taken under the permit by the permittee or its agents, employees or contractors.

Signature of Applicant:  _____

Official Title: _____ Date: _____

~~For Office Use Only~~

Certificate of Insurance Approved _____ Date _____

Handl CPP RAMP

SECRET

[Loving
You - through
Rico's
Salon]

LOVING
THROUGH YOU

PRICE'S
SALOON

[pink
SWAG]

[Knot A
word]

GRAPHIC
NATION
JOSHUA

STUDY
TENT

SWHD
TENT

Driveway

However

CAR PARKING (CONTESTATORS ONLY)

LOOSE
CANNON

ALUSIA

FACE
PAINT

TABLES

CHAPTERS

Betty's

pen up
style &
signature

STAGE

BRAND

Food
Set 1

DOWN

**CITY OF NATIONAL CITY
NEIGHBORHOOD SERVICES DEPARTMENT
APPLICATION FOR A TEMPORARY USE PERMIT
RECOMMENDATIONS AND CONDITIONS**

SPONSORING ORGANIZATION: Sweetwater Harley Davidson
EVENT: 2nd Annual Sweetest Ride Kustom Car & Bike Show
DATE OF EVENT: October 28, 2017

APPROVALS:

DEVELOPMENT SERVICES	YES [x]	NO []	SEE CONDITIONS [x]
RISK MANAGER	YES [x]	NO []	SEE CONDITIONS [x]
PUBLIC WORKS	YES [x]	NO []	SEE CONDITIONS [x]
FINANCE	YES [x]	NO []	SEE CONDITIONS [x]
FIRE	YES [x]	NO []	SEE CONDITIONS [x]
POLICE	YES [x]	NO []	SEE CONDITIONS [x]
CITY ATTORNEY	YES [x]	NO []	SEE CONDITIONS [x]
COMMUNITY SERVICES	YES [x]	NO []	SEE CONDITIONS [x]
NEIGHBORHOOD SERVICES	YES [x]	NO []	SEE CONDITIONS [x]

CONDITIONS OF APPROVAL:

DEVELOPMENT SERVICES (619) 336-4318

Building

The map that was provided is not very clear. Can they provide the following please?

- Is the area for this event to be fenced off?
- If so, we need dimensions of the area along with the number of exits and entrances. Also provide the size of the exits and entrances.
- If it is fenced off, they will need to provide an occupant load based on the 2016 California Building Code.
- Based on the occupant load I will need the plans to show the number of bathrooms and hand wash stations they will be providing. Please note that a percentage will need to be accessible as called out in the 2016 California Building and Plumbing Code.
- Accessible parking and an accessible path of travel must also be shown on the plans.
- Will there be any sales of food or drinks? If so, an accessible sales counter meeting the 2016 California Building Code will need to be available. Provide details and elevations on the proposed submitted plans.
- County Health Department approval for food sales may also be required. Code Enforcement can obtain that information from them.
- A fee of \$118.00 per hour will be charged for the plan review.

Planning

All activities shall comply with limits state in Table III of Title 12 (Noise).

Engineering

No comments

POLICE DEPARTMENT

The Police Department has not stipulations. The on duty patrol squad will provide extra patrol, calls for service permitting.

CITY ATTORNEY

Requires an indemnification and hold harmless agreement, and a policy of general liability insurance, with the City and its officials, employees, agents and volunteers as additional insureds, with amounts of coverage to be determined by the Risk Manager.

COMMUNITY SERVICES

No comments

NEIGHBORHOOD SERVICES

Neighborhood Notifications – Events are required to notify residents and/or businesses of the surrounding impacted areas by the event. The notice shall include the name of the event, name and phone number of the company/organization producing the event, the dates and times of the event (including set-up and breakdown) and a detailed description of how the residents and/or businesses may be affected, such as by street closures, "No Parking" signs being posted, music at the event, etc.

FINANCE

All Vendors must be licensed. All food vendors will need a license and the proper health permit.

PUBLIC WORKS (619)366-4580

Street Division

(6) "No parking" signs @ \$0.45 each = \$2.70

(1) Public Works staff @ \$32.57 per hour for 2 hours = \$65.14

(1) Truck @ \$22.76 per hour for 2 hours = \$45.52

Total fees \$113.36

Facilities Division

No involvement

Parks Division

No involvement

RISK MANAGER (619) 336-4370

Risk Management has reviewed the above captioned request for the issuance of a Temporary Use Permit. In order to satisfy the City's insurance requirements it will be necessary for the Applicant and the Security and Crowd Control Provider (J. Casper and Associates) to provide the following:

- A valid copy of the Certificate of Liability Insurance from the applicant and J. Casper Associates.
- The applicant and J. Casper Associates must each provide a separate additional insured endorsement wherein it notes as the additional insured as "The City of National City, its officials, agents, employees and volunteers"
- The insurance policy has a combined single limit of no less than \$1,000,000.00 (ONE MILLION DOLLARS) for each occurrence and \$2,000,000.00 (TWO MILLION DOLLARS) in aggregate that would cover the date and location of the event.
- The insurance company issuing the insurance policy has an A.M. Best's Guide Rating of A: VII and that the insurance company is a California admitted company.
- The Certificate Holder must reflect:
City of National City
c/o Risk Manager
1243 National City Boulevard
National City, CA. 91950-4397

It should be noted that the Indemnification and Hold Harmless Agreement were properly executed by the applicant at the time the Special Event Application was submitted.

FIRE (619) 336-4550

\$200 After Hours Inspection Required for cooking booths

Stipulations required by the Fire Department for this event are as follows:

- 1) Access to the street to be maintained at all times, to both entrances and Fire Department connections for fire sprinkler systems, standpipes, etc.
- 2) Access to Sweetwater Harley Davidson to be maintained at all times, to both entrances and Fire Department connections for fire sprinkler systems, standpipes, etc.
- 3) Fire Department access into and through the event areas are to be maintained at all times. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of not less than 14 feet
- 4) Fire Hydrants shall not be blocked or obstructed
- 5) Participants on foot are to move immediately to the sidewalk upon approach of emergency vehicle(s)
- 6) Vehicles in roadway are to move immediately to the right upon approach of emergency vehicle(s).
- 7) Provide a 2A:10BC fire extinguisher at stage. Extinguisher to be mounted in a visible location between 3½' to 5' from the floor to the top of the extinguisher. Maximum travel distance from an extinguisher shall not be more than 75 feet travel distance.
- 8) ***Cooking shall not be permitted under tents or canopies. Warming only will be allowed under the tents or canopies if they meet "State Fire Marshal" Flame Resistance.*** (Contact the NCFD Marshal if you have questions) Booths to have one 2A:10BC on site. If grease or oil is used for cooking, a 40: BC or class "K" fire extinguisher will be required. **All fire extinguishers to have a current State Fire Marshal Tag attached.**

- 9) If tents or canopies are used, tents having an area in excess of 200 square feet and or canopies in excess of 400 square feet or multiple tents and or canopies placed together equaling or greater than the above stated areas; are to be used, they shall be flame-retardant treated with an approved State Fire Marshal seal attached. A ten feet separation distance must be maintained between tents and canopies. A permit from the Fire Department must be obtained. ***Cooking shall not be permitted under tents or canopies unless the tents or canopies meet "State Fire Marshal approval for cooking. Please see Fire Department for direction.*** Certificate of State Fire Marshal flame resistancy shall be provided to the National City Fire Department if applicable. A permit for the projected canopies/tents shall be four hundred (\$400.00) dollars. Fees can only be waived by City Council.

Canopies:

0 – 400 sf -	\$0
401 – 500 sf -	\$250.00
501 – 600 sf -	\$300.00
601 – 700 sf -	\$400.00

Tents:

0 – 200 sf -	\$200.00
201 – (+) sf -	\$400.00

- 10) Fire Department access into and through the booth areas are to be maintained at all times.
- 11) If any changes are made to this event a fire safety inspection may be required to be conducted by the Fire Department prior to operations of the entire event. Fee for after hour/weekend inspection shall be \$200.00 dollars for the first two hours. A fee of \$100.00 dollars shall be charged for every hour (or part) after the first two hours.
- 12) Site map indicating access points, booth layout and parking areas is included.

The following page(s) contain the backup material for Agenda Item: National City
2017/18 Property Tax Summary. (Finance)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.:

ITEM TITLE:

National City 2017/18 Property Tax Summary

PREPARED BY: Ed Prendell, Budget Analyst

PHONE: 619-336-4332

DEPARTMENT: Finance

APPROVED BY: 

EXPLANATION:

National City has an ongoing contract with Hinderliter, de Llamas & Associates (HdL) to provide property tax consulting/auditing services. Staff meets annually with a representative of HdL to review the Property Tax Summary and Real Estate Trends within the City and State-wide.

Attached is the "National City 2017/2018 Property Tax Summary" for the fiscal year 2017/18, which summarizes property tax data for the period.

FINANCIAL STATEMENT:

ACCOUNT NO.

NA

APPROVED: 

FINANCE

APPROVED: _____

MIS

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: **INTRODUCTION** ☐ **FINAL ADOPTION** ☐

STAFF RECOMMENDATION:

Accept and file the report.

BOARD / COMMISSION RECOMMENDATION:

ATTACHMENTS:

National City 2017/18 Property Tax Summary



NATIONAL CITY

2017/18 PROPERTY TAX SUMMARY



The City of National City experienced a net taxable value increase of 8.1% for the 2017/18 tax roll, which was modestly more than the increase experienced countywide at 6.0%. The assessed value increase between 2016/17 and 2017/18 was \$290 million. The change attributed to the 2% Proposition 13 inflation adjustment was \$57.6 million, which accounted for 20% of all growth experienced in the city.

The largest assessed value increase was reported on a multi-unit residential parcel owned by Granger Housing LP. The parcel, which was recently purchased in 2016, has been reappraised adding over \$27.8 million in value to the roll. The 2016 sale of a commercial parcel to National City Investment LP (401 Mile of Cars Way) added \$19.3 million to the roll. A multi-unit residential parcel owned by Conrad Prebys Trust 12 17 82 was reassessed due to his recent death. The current value is a \$17 million increase over the prior year.

The largest assessed value decline was reported on a formerly commercial parcel owned by JYC Descendants Trust. The owner of the property removed \$1.6 million in improvements between tax years. A commercial parcel owned by George H. Webster Second Living Non-Marital Trust was reassessed in error last year. The current value removes the value added from the reappraisal resulting in a \$1.5 million decline. A portion of a commercial parcel is being leased to Innovation High School. The use of that portion of the parcel has been granted an exemption removing \$1.2 million in taxable value.

The housing market has fully recovered from the recent recession in many urban and coastal areas of the State while housing recovery has tended to lag in more rural and inland areas. Current median home prices are at or above the pre-recession peak values in many areas. Inventory constraints are the main contributor to increases in home prices over the last year. Lack of significant new home construction in both Northern and Southern California is one of the main factors affecting supply. The median sale price of a single family home in National City from January through July 2017 was \$380,909. This represents a \$38,909 (11.4%) increase in median sale price from 2016.

Year	SFR Sales	Median Price	% Change
2011	310	\$196,000	
2012	325	\$203,000	3.57%
2013	297	\$250,000	23.15%
2014	254	\$282,500	13.00%
2015	298	\$315,000	11.50%
2016	269	\$342,000	8.57%
2017	147	\$380,909	11.38%

2017/18 Tax Shift Summary

ERAF I & II	\$-1,268,584
VLFAA (est.)	\$6,407,321

Top 10 Property Owners

Owner	Net Taxable Value	% of Total	Use Type
1. CENTERMARK PROPERTIES INC	\$262,152,413	6.76%	Commercial
2. PASHA AUTOMOTIVE SERVICES	\$78,407,087	2.02%	Industrial
3. P V H R LLC	\$53,037,186	1.37%	Commercial
4. NATIONAL CITY INVESTMENT LP	\$42,750,000	1.10%	Commercial
5. COSTCO WHOLESALE CORPORATION	\$41,537,988	1.07%	Unsecured
6. R O I C CALIFORNIA LLC	\$41,330,637	1.07%	Commercial
7. CONRAD PREBYS TRUST	\$39,082,144	1.01%	Residential
8. MRT OF NATIONAL CITY CA-SNF	\$34,440,620	0.89%	Commercial
9. FENTON N C P LLC	\$33,560,138	0.87%	Industrial
10. MPT OF PARADISE VALLEY L P	\$32,630,172	0.84%	Institutional
Top Ten Total	\$658,928,385	16.99%	

Real Estate Trends

Home Sales

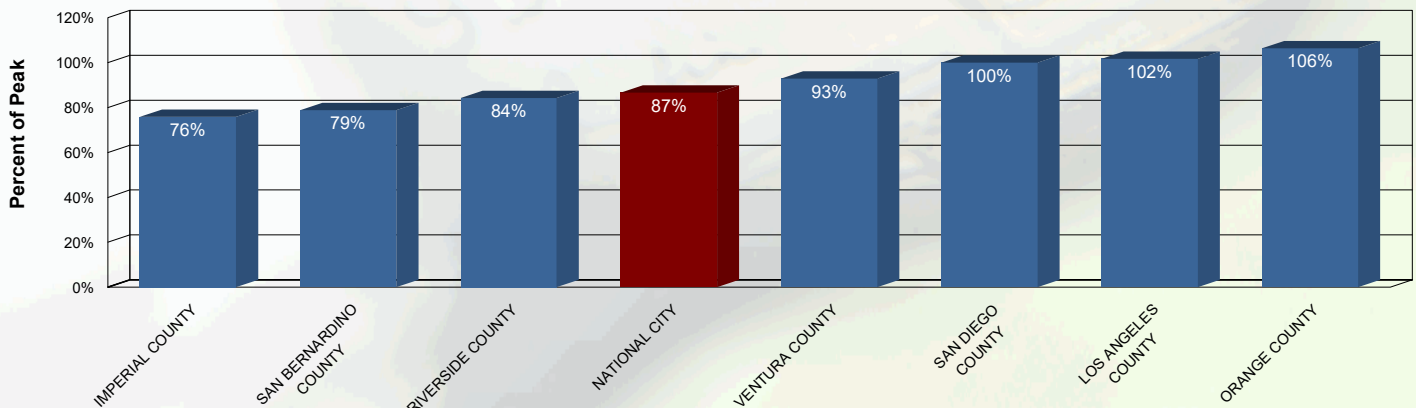
According to industry experts, unsold inventory is below normal levels particularly in the Bay Area. The lack of supply from resales and the absence of new housing units has driven the increase in housing prices up in most areas. Median sale prices in many areas have surpassed their pre-recession peaks. The reported median price of an existing, single family detached home in California during June 2017 was \$555,150. This was a 7 percent increase from \$518,830 in June 2016.

All Homes	Units Sold June-2016	Units Sold June-2017	% Change	Median Price June-2016	Median Price June-2017	% Change
Imperial County	153	140	-8.50%	\$201,000	\$215,000	6.97%
Los Angeles County	8,059	8,716	8.15%	\$530,000	\$569,000	7.36%
Orange County	3,768	3,802	0.90%	\$655,000	\$695,000	6.11%
Riverside County	4,226	4,297	1.68%	\$332,000	\$357,000	7.53%
San Bernardino County	2,843	3,243	14.07%	\$285,000	\$320,000	12.28%
San Diego County	4,410	4,311	-2.24%	\$495,000	\$543,500	9.80%
Ventura County	1,163	1,146	-1.46%	\$550,000	\$565,000	2.73%

Comparison of Current Median Sale Price to Peak Price Before the Great Recession

In 1978 California voters approved Proposition 8 that requires county assessors to reduce the value of properties below their Proposition 13 taxable values when the real estate market declines. These reductions are to be restored as the real estate market improves. One of the gauges of the values to be restored is the progress each community is seeing in the growth of the median sale prices of single family homes. As we have moved through the Great Recession, we have seen the recovery of the real estate home prices in many regions approach or exceed pre-recession peak prices. The graph below provides a comparison of the detached home (excluding Condos and Townhomes) median peak price experienced at the height of the real estate bubble in National City and San Diego County well as several other counties in this region. Considering these trends, we expect to see continued restoration of values reduced per Proposition 8. The annual restoration of Prop 8 reduced values has diminished over the past couple of years in most of the counties reviewed. More counties have neared a 90-100% restoration level after our review of the 2017-18 data in this segment of residential properties. **As we begin the 2017-18 fiscal year 0.0% of properties in National City awaiting restoration of value since 2012-13 have been FULLY restored.**

Comparison of Median Sale Price to Pre Recession Peak Price



The following page(s) contain the backup material for Agenda Item: Warrant Register #10 for the period of 08/30/17 through 09/05/17 in the amount of \$3,229,254.14.
(Finance)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.:

ITEM TITLE:

Warrant Register #10 for the period of 08/30/17 through 09/05/17 in the amount of \$3,229,254.14.
(Finance)

PREPARED BY: Karla Apalategui, Accounting Assistant

DEPARTMENT: Finance

PHONE: 619-336-4572

APPROVED BY: 

EXPLANATION:

Per Government Section Code 37208, attached are the warrants issued for the period of 08/30/17 through 09/05/17.

Consistent with Department of Finance, listed below are all payments above \$50,000.

<u>Vendor</u>	<u>Check/Wire</u>	<u>Amount</u>	<u>Explanation</u>
Palm Engineering	330652	70,945.03	Division St. Traffic Cal. Project
Portillo Concrete Inc	330660	499,586.38	Sewer Line Replc (Phase I) Project
Tri Group Construction	330697	351,398.92	18 th St. Ped. & Bicycle Project
City of San Diego	632424	1,230,416.00	Metropolitan Sewerage System Pmt

FINANCIAL STATEMENT:

APPROVED: 

FINANCE

ACCOUNT NO.

APPROVED: _____

MIS

Warrant total \$3,229,254.14.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: INTRODUCTION ☐ FINAL ADOPTION ☐

STAFF RECOMMENDATION:

Ratify warrants totaling \$3,229,254.14

BOARD / COMMISSION RECOMMENDATION:

ATTACHMENTS:

Warrant Register #10



WARRANT REGISTER #10
9/5/2017

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
HERNANDEZ, P	EDUCATIONAL REIMBURSEMENT / PD	330563	8/31/17	1,201.20
ACE UNIFORMS & ACCESSORIES INC	OFFICERS UNIFORMS / PD	330564	9/5/17	506.18
ACE UNIFORMS & ACCESSORIES INC	UNIFORM ACCESSORIES / NSD	330565	9/5/17	49.52
ACEDO, I	RETIREE HEALTH BENEFITS / SEPT 2017	330566	9/5/17	160.00
ACEVEDO, M	TRAINING ADV LODGE DRUG ABUSE/ACEVEDO/ PD	330567	9/5/17	451.65
ACME SAFETY & SUPPLY CORP	SUPPLIES / STREETS	330568	9/5/17	432.61
AIRGAS WEST	MOP#45714 SAFETY SUPPLIES / PW	330569	9/5/17	407.24
AMADOR, ALFONSO	NA020002181 - VIOLATION DISMISSED	330570	9/5/17	35.00
ANDERSON, E	RETIREE HEALTH BENEFITS / SEPT 2017	330571	9/5/17	110.00
ART D NIELSEN PAINTING INC	KIMBALL HOUSE REPAIRS - PW	330572	9/5/17	39,580.00
ASSI SECURITY INC	CITY WIDE DOOR SECURITY SERVICES / PW	330573	9/5/17	1,370.00
AUTO BEAUTY PRODUCTS	VEHICLE MAINTENANCE SUPPLIES / PD	330574	9/5/17	360.96
BANNER BANK	PLAZA BLVD. WIDENING N AVE. PROJECT	330575	9/5/17	13,719.43
BEARD, P	RETIREE HEALTH BENEFITS / SEPT 2017	330576	9/5/17	70.00
BECK, L	RETIREE HEALTH BENEFITS / SEPT 2017	330577	9/5/17	140.00
BISHOP, R	RETIREE HEALTH BENEFITS / SEPT 2017	330578	9/5/17	110.00
BOEGLER, C	RETIREE HEALTH BENEFITS / SEPT 2017	330579	9/5/17	260.00
BULL, P	RETIREE HEALTH BENEFITS / SEPT 2017	330580	9/5/17	580.00
CARRILLO, R	RETIREE HEALTH BENEFITS / SEPT 2017	330581	9/5/17	290.00
CEB	BOOKS / CITY ATTORNEY'S OFFICE	330582	9/5/17	410.31
CITY OF SAN DIEGO	PARKING CITATION 8/22/17 INCIDENT / PD	330583	9/5/17	57.50
CLF WAREHOUSE INC	MOP#80331 SAFETY SUPPLIES / PW	330584	9/5/17	280.59
COLE, L	RETIREE HEALTH BENEFITS / SEPT 2017	330585	9/5/17	165.00
COLLINSON, C	RETIREE HEALTH BENEFITS / SEPT 2017	330586	9/5/17	420.00
COMMERCIAL AQUATIC SERVICE INC	CHEMICAL SUPPLIES FOR POOL / PW	330587	9/5/17	5,783.12
CONDON, D	RETIREE HEALTH BENEFITS / SEPT 2017	330588	9/5/17	280.00
CORPUZ, T	RETIREE HEALTH BENEFITS / SEPT 2017	330589	9/5/17	140.00
COUNTY OF SAN DIEGO	SHARE OF PARKING CITATION REVENUE / JUL 2017	330590	9/5/17	6,694.00
COUNTY OF SAN DIEGO	UNIFIED PROGRAM FAC. PERMIT / ENG	330591	9/5/17	625.00
CPOA	CPOA DUES CPT ESPIRITU / PD	330592	9/5/17	470.00
DANESHFAR, Z	RETIREE HEALTH BENEFITS / SEPT 2017	330593	9/5/17	250.00
DAY WIRELESS SYSTEMS	DAY WIRELESS SERVICE FOR JULY - SEPT 2017	330594	9/5/17	6,588.00
DESROCHERS, P	RETIREE HEALTH BENEFITS / SEPT 2017	330595	9/5/17	110.00
DI CERCHIO, A	RETIREE HEALTH BENEFITS / SEPT 2017	330596	9/5/17	70.00
DICKINSON FARM	FUNDRAISER DINNER / MAYOR MORRISON	330597	9/5/17	101.97
DILLARD, S	RETIREE HEALTH BENEFITS / SEPT 2017	330598	9/5/17	480.00
DIMENSIONAL SILK SCREEN INC	TEAM BANNER / PD	330599	9/5/17	164.63
DREDGE, J	RETIREE HEALTH BENEFITS / SEPT 2017	330600	9/5/17	250.00
DYLAN HINKLE	FEE REFUND / FIRE	330601	9/5/17	995.00
EISER III, G	RETIREE HEALTH BENEFITS / SEPT 2017	330602	9/5/17	250.00
ENVIROMATRIX ANALYTICAL INC	ENVIRONMENTAL - SOIL TESTING AT LAS PALMAS	330603	9/5/17	100.00
ERIC RYAN GROFF	NA020003020 - VIOLATION DISMISSED	330604	9/5/17	90.00
EXPRESS PIPE AND SUPPLY CO INC	CITY WIDE PLUMBING PARTS & MATERIALS / PW	330605	9/5/17	269.54
FABINSKI, D	RETIREE HEALTH BENEFITS / SEPT 2017	330606	9/5/17	220.00
FEDERAL BAR ASSOCIATION	MEMBERSHIP / CONTRERAS / CITY ATTORNEY	330607	9/5/17	85.00
FEDEX	PACKAGE DELIVERY / HOUSING AND ECONOMIC	330608	9/5/17	69.00
FIFIELD, K	RETIREE HEALTH BENEFITS / SEPT 2017	330609	9/5/17	540.00
FIRE ETC	WILDLAND BOOTS / FIRE	330610	9/5/17	288.19
GARCIA, J	NA010003060 - VIOLATION DISMISSED	330611	9/5/17	35.00
GELSKEY, K	RETIREE HEALTH BENEFITS / SEPT 2017	330612	9/5/17	115.00



WARRANT REGISTER #10
9/5/2017

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
GEOSYNTEC CONSULTANTS INC	EL TOYON PROJECT / ENG	330613	9/5/17	516.55
GIBBS JR, R	RETIREE HEALTH BENEFITS / SEPT 2017	330614	9/5/17	120.00
GONZALES, M	RETIREE HEALTH BENEFITS / SEPT 2017	330615	9/5/17	480.00
GRAINGER	MOP#65179 SAFETY SUPPLIES / PW	330616	9/5/17	2,246.50
HANSON, E	RETIREE HEALTH BENEFITS / SEPT 2017	330617	9/5/17	135.00
HARLAN, M	RETIREE HEALTH BENEFITS / SEPT 2017	330618	9/5/17	500.00
HARRIS & ASSOCIATES INC	PARADISE CREEK SEWER M. PROJECT	330619	9/5/17	6,712.50
HAUG, S	RETIREE HEALTH BENEFITS / SEPT 2017	330620	9/5/17	120.00
HERNANDEZ, R	RETIREE HEALTH BENEFITS / SEPT 2017	330621	9/5/17	400.00
HODGES, B	RETIREE HEALTH BENEFITS / SEPT 2017	330622	9/5/17	200.00
HONDO, E	RETIREE HEALTH BENEFITS / SEPT 2017	330623	9/5/17	110.00
IBARRA, J	RETIREE HEALTH BENEFITS / SEPT 2017	330624	9/5/17	780.00
INNOVATIVE CONSTRUCTION	18TH ST. PED. IMPROV. PROJECT	330625	9/5/17	46,152.50
JAMES, R	RETIREE HEALTH BENEFITS / SEPT 2017	330626	9/5/17	140.00
JJJ ENTERPRISES	FIRE AND SECURITY ALARM MONITORING / PW	330627	9/5/17	1,490.00
JOE D MOBILE INSTALLS	LABOR - UNINSTALL EQUIPMENT LIGHT BAR	330628	9/5/17	1,560.00
JUNIEL, R	RETIREE HEALTH BENEFITS / SEPT 2017	330629	9/5/17	50.00
KIM III, J	REIMBURSEMENT CAR RENTAL / NSD	330630	9/5/17	39.25
KIMBLE, R	RETIREE HEALTH BENEFITS / SEPT 2017	330631	9/5/17	300.00
KIMLEY HORN AND ASSOC INC	WAYFINDING TASK PROJECT	330632	9/5/17	5,779.17
LANDA, A	RETIREE HEALTH BENEFITS / SEPT 2017	330633	9/5/17	155.00
LIMFUECO, M	RETIREE HEALTH BENEFITS / SEPT 2017	330635	9/5/17	160.00
MAINTEX INC	PAINTING SUPPLIES / NSD	330636	9/5/17	319.53
MATIENZO, M	RETIREE HEALTH BENEFITS / SEPT 2017	330637	9/5/17	100.00
MC CABE, T	RETIREE HEALTH BENEFITS / SEPT 2017	330638	9/5/17	280.00
MEDINA, R	RETIREE HEALTH BENEFITS / SEPT 2017	330639	9/5/17	105.00
METRO AUTO PARTS DISTRIBUTOR	MOP#75943 AUTO SUPPLIES / PW	330640	9/5/17	578.36
MINER, D	RETIREE HEALTH BENEFITS / SEPT 2017	330641	9/5/17	580.00
MONTERROSA JR, ERNIE	OVERPAYMENT REFUND	330642	9/5/17	15.00
MYERS, B	RETIREE HEALTH BENEFITS / SEPT 2017	330643	9/5/17	140.00
NAPA AUTO PARTS	MOP 45735. SUPPLIES / FIRE	330644	9/5/17	262.34
NATIONAL CITY HOST LIONS CLUB	FIREWORKS DISPLAY 07/04/17	330645	9/5/17	7,200.00
NATIONAL CITY TROPHY	MOP# 66556 NAME PLATE / PW	330646	9/5/17	20.39
NCPOA	REIMB: COST OF THE SCOTTISH RITE CEREMONY	330647	9/5/17	135.00
NFPA FULFILLMENT CENTER	NFPA CODE SUBSCRIPTION FY18 / FIRE	330648	9/5/17	1,495.00
NOTEWARE, D	RETIREE HEALTH BENEFITS / SEPT 2017	330649	9/5/17	120.00
OLIVARES, G	RETIREE HEALTH BENEFITS / SEPT 2017	330650	9/5/17	280.00
PACIFIC PRODUCTS & SERVICES	MEDIUM CORNER BOLT - VEHICLE PARTS / PW	330651	9/5/17	497.53
PALM ENGINEERING	DIVISION ST. TRAFFIC CAL. PROJECT	330652	9/5/17	70,945.03
PAUU JR, P	RETIREE HEALTH BENEFITS / SEPT 2017	330654	9/5/17	340.00
PEASE JR, D	RETIREE HEALTH BENEFITS / SEPT 2017	330655	9/5/17	140.00
PENSKE FORD	R&M CITY VEHICLES FOR FY 2018	330656	9/5/17	5,062.83
PETERS, S	RETIREE HEALTH BENEFITS / SEPT 2017	330657	9/5/17	290.00
PHILLIPS, W	TRAINING REIMB ICI CORE/PHILLIPS SR. / PD	330658	9/5/17	339.87
PLAYCORE GAMETIME BIG TOYS	STRETCH AND STRENGTHENING EXERCISE BANDS	330659	9/5/17	193.98
PORTILLO CONCRETE INC	SEWER LINE REPLC. (PHASE I) PROJECT	330660	9/5/17	499,586.38
POST, R	RETIREE HEALTH BENEFITS / SEPT 2017	330661	9/5/17	280.00
POWERSTRIDE BATTERY CO INC	BATTERY / PW	330662	9/5/17	1,920.22
PRO BUILD	MOP# 45707 GEN \$ / PW	330663	9/5/17	2,309.80
PRUDENTIAL OVERALL SUPPLY	MOP# 45742 LAU \$ / PW	330664	9/5/17	1,209.20



WARRANT REGISTER #10
9/5/2017

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
RAY, S	RETIREE HEALTH BENEFITS / SEPT 2017	330665	9/5/17	190.00
RCP BLOCK & BRICK INC	GATOR ROCK BOND - GRAVEL / PW	330666	9/5/17	265.41
RED WING SHOES STORE	SAFETY BOOTS / PW	330667	9/5/17	250.00
RIVERSIDE SHERIFF'S DEPT	TRAINING TUITION DRUG ABUSE REG/ACEVEDO/PD	330668	9/5/17	98.00
ROARK, L	RETIREE HEALTH BENEFITS / SEPT 2017	330669	9/5/17	135.00
RON BAKER CHEVROLET	MOP# 45751 AUTO PARTS / PW	330670	9/5/17	54.84
RUIZ, J	RETIREE HEALTH BENEFITS / SEPT 2017	330671	9/5/17	310.00
SAN DIEGO BMW MOTORCYCLES	PD VEHICLE PARTS AND MAINTENANCE / PW	330672	9/5/17	2,161.75
SAN DIEGO MIRAMAR COLLEGE	TRAINING TUITION CPR/CPT HIRSH / LOZANO /PD	330674	9/5/17	138.00
SAN DIEGO MIRAMAR COLLEGE	TRAINING TUITION CPR CPT / MEEKS / STEVENS PD	330675	9/5/17	138.00
SAN DIEGO UNION TRIBUNE	CITYWIDE ALLEY IMP. PROJECT	330676	9/5/17	475.80
SANCHEZ, L	RETIREE HEALTH BENEFITS / SEPT 2017	330677	9/5/17	330.00
SDG&E	FACILITIES DIVISION GAS & ELECTRIC UTILITIES	330679	9/5/17	9.70
SERVATIUS, J	RETIREE HEALTH BENEFITS / SEPT 2017	330680	9/5/17	340.00
SHORT, C	RETIREE HEALTH BENEFITS / SEPT 2017	330681	9/5/17	300.00
SITEONE LANDSCAPE SUPPLY LLC	MOP# 45720 LANDSCAPE SUPPLIES / PW	330682	9/5/17	773.13
SMART & FINAL	MOP 45756. SUPPLIES / FIRE	330683	9/5/17	154.84
SMART SOURCE OF CALIFORNIA LLC	ALARM STICKERS / PD	330684	9/5/17	710.15
SMITH, J	RETIREE HEALTH BENEFITS / SEPT 2017	330685	9/5/17	320.00
STAN IDEKER	PERMIT FEE REFUND / BUILDING	330686	9/5/17	118.60
STAPLES BUSINESS ADVANTAGE	MOP#45704 OFFICE SUPPLIES / PW	330687	9/5/17	649.83
STEWART, W	RETIREE HEALTH BENEFITS / SEPT 2017	330688	9/5/17	200.00
STRASEN, W	RETIREE HEALTH BENEFITS / SEPT 2017	330689	9/5/17	135.00
SUPERIOR READY MIX	COLD MIX ASPHALTS & TACK OIL / PW	330690	9/5/17	143.52
SWEETWATER AUTHORITY	PARKS DIVISION WATER UTILITIES	330691	9/5/17	138.51
T MAN TRAFFIC SUPPLY	MOP# 76666 TRAFFIC SUPPLIES / PW	330692	9/5/17	489.38
THE HOME DEPOT CREDIT SERVICES	GENERAL SUPPLIES FOR BUILDINGS / PW	330693	9/5/17	622.36
THE LIGHTHOUSE INC	MOP# 45726 AUTO SUPPLIES / PW	330694	9/5/17	439.43
THE SHERWIN WILLIAMS CO	MOP# 77816 PAINT SUPPLIES / PW	330695	9/5/17	168.23
TIPTON, B	RETIREE HEALTH BENEFITS / SEPT 2017	330696	9/5/17	250.00
TRI GROUP CONSTRUCTION	18TH ST. PEDEST. & BICYCLE PROJECT	330697	9/5/17	351,398.92
U S BANK	CREDIT CARD EXPENSES / CITY ATTORNEY	330698	9/5/17	97.30
UNITED PARCEL SERVICE	UPS SHIPMENT / PD	330699	9/5/17	35.96
UNITED RENTALS	BLADE METAL CUT - RENTAL EQUIPMENT / PW	330700	9/5/17	168.48
VALLEY INDUSTRIAL SPECIALTIES	MOP#46453 PLUMBING PARTS / PW	330701	9/5/17	65.56
VALLEY POWER SYSTEMS INC	PARTS - PRESSURE SWITCH / PW	330702	9/5/17	1,773.48
VERRY, L	RETIREE HEALTH BENEFITS / SEPT 2017	330703	9/5/17	280.00
VILLAGOMEZ, J	RETIREE HEALTH BENEFITS / SEPT 2017	330704	9/5/17	480.00
VISION SERVICE PLAN	VISION SVC PLAN (CA) AUG 2017	330705	9/5/17	678.27
VORTEX INDUSTRIES INC	CITY WIDE ON SITE SERVICE REPAIRS / PW	330706	9/5/17	320.00
VULCAN MATERIALS COMPANY	3/4 CL 2 BASE - GRAVEL & ASPHALT / PW	330707	9/5/17	470.13
WESTFLEX INDUSTRIAL	MOP# 63850 AUTO SUPPLIES / PW	330708	9/5/17	397.30
WHITE, J	RETIREE HEALTH BENEFITS / SEPT 2017	330709	9/5/17	230.00
YBARRA, A	EDUCATIONAL REIMBURSEMENT	330710	9/5/17	1,992.85
YBARRA, A	TRAINING AXON REIMB / PD	330711	9/5/17	325.24

A/P Total 1,118,345.54

WIRED PAYMENTS

CITY OF SAN DIEGO	METROPOLITAN	STEM PMT	632424	8/30/17	1,230,416.00
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WARRANT REGISTER #10
9/5/2017

<u>PAYEE</u>	<u>DESCRIPTION</u>		<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
SECTION 8 HAPS	Start Date	End Date			
	8/30/2017	9/5/2017			880,492.60
		GRAND TOTAL			<u>\$3,229,254.14</u>

Certification

IN ACCORDANCE WITH SECTION 37202, 37208, 372059 OF THE GOVERNMENT CODE, WE HEREBY CERTIFY TO THE ACCURACY OF THE DEMANDS LISTED ABOVE AND TO THE AVAILABILITY OF FUNDS FOR THE PAYMENT THEREOF AND FURTHER THAT THE ABOVE CLAIMS AND DEMANDS HAVE BEEN AUDITED AS REQUIRED BY LAW.



MARK ROBERTS, FINANCE

LESLIE DEESE, CITY MANAGER

FINANCE COMMITTEE

RONALD J. MORRISON, MAYOR-CHAIRMAN

ALBERT MENDIVIL, VICE-MAYOR

ALEJANDRA SOTELO-SOLIS, MEMBER

MONA RIOS, MEMBER

JERRY CANO, MEMBER

I HEREBY CERTIFY THAT THE FOREGOING CLAIMS AND DEMANDS WERE APPROVED AND THE CITY TREASURER IS AUTHORIZED TO ISSUE SAID WARRANTS IN PAYMENT THEREOF BY THE CITY COUNCIL ON THE 17TH OF OCTOBER 2017.

AYES _____

NAYS _____

ABSENT _____

The following page(s) contain the backup material for Agenda Item: Warrant Register #11 for the period of 09/06/17 through 09/12/17 in the amount of \$1,919,840.65.
(Finance)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.:

ITEM TITLE:

Warrant Register #11 for the period of 09/06/17 through 09/12/17 in the amount of \$1,919,840.65.
(Finance)

PREPARED BY: Karla Apalategui, Accounting Assistant

DEPARTMENT: Finance

PHONE: 619-336-4572

APPROVED BY: 

EXPLANATION:

Per Government Section Code 37208, attached are the warrants issued for the period of 09/06/17 through 09/12/17.

Consistent with Department of Finance, listed below are all payments above \$50,000.

<u>Vendor</u>	<u>Check/Wire</u>	<u>Amount</u>	<u>Explanation</u>
Gallagher Krich APC	330734	50,000.00	Liability Claim Cost
Health Net Inc	330741	83,101.80	Health Ins R1192A / Sept 2017
Kaiser Foundation HP	330743	182,818.31	Insurance Active / Sept 2017
MJC Construction	330753	52,310.70	Storm Drain System Rep
Public Emp Ret System	9062017	230,720.43	Service Period 08/15/17 – 08/28/17

FINANCIAL STATEMENT:

APPROVED: 

FINANCE

ACCOUNT NO.

APPROVED: _____

MIS

Warrant total \$1,919,840.65.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: **INTRODUCTION** ☐ **FINAL ADOPTION** ☐

STAFF RECOMMENDATION:

Ratify warrants totaling \$1,919,840.65

BOARD / COMMISSION RECOMMENDATION:

ATTACHMENTS:

Warrant Register #11



WARRANT REGISTER #11
9/12/2017

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
ACE UNIFORMS & ACCESSORIES INC	UNIFORMS AND SUPPLIES/ NSD	330712	9/12/17	484.75
AFLAC	ACCT BDM36 / SEPT 2017	330713	9/12/17	808.10
ALDEMCO	FOOD / NUTRITION CENTER	330714	9/12/17	3,218.94
ALL FRESH PRODUCTS	FOOD / NUTRITION CENTER	330715	9/12/17	641.40
ALPHA PROJECT FOR THE HOMELESS	EXP REIMB HOMELESS PROJECT JULY / NSD	330716	9/12/17	8,022.74
BOOT WORLD	MOP# 64096. BOOTS FOR STAFF / NSD	330717	9/12/17	125.00
C A P F	FIRE LTD / SEPT 2017	330718	9/12/17	931.00
CALIFORNIA PARK & RECREATION	CPRS MEMBERSHIP RENEWAL - AUDREY / CSD	330719	9/12/17	475.00
CALIFORNIA LAW ENFORCEMENT	PD LTD / SEPT 2017	330720	9/12/17	2,058.00
CITY OF LEMON GROVE	LIABILITY CLAIM COST	330721	9/12/17	384.44
DELTA DENTAL	DENTAL INS PREMIER / SEPT 2017	330722	9/12/17	15,757.72
DELTA DENTAL	COBRA PREMIER DENTAL INS / JUL 2017	330723	9/12/17	45.22
DELTA DENTAL INSURANCE CO	PMI DENTAL INS / SEPT 2017	330724	9/12/17	2,855.82
DELTA DENTAL INSURANCE CO	COBRA DENTAL INS PMI / JUL 2017	330725	9/12/17	71.94
DEPARTMENT OF JUSTICE	INVESTIGATIVE SERVICES / HR	330726	9/12/17	128.00
DIVISION OF THE STATE	SB1186 DISABILITY & ED FUND PAYMENT	330727	9/12/17	702.00
DIVISION OF THE STATE	SB1186 DISABILITY & ED FUND PAYMENT	330728	9/12/17	132.60
DURANT, DONALD	WINDOW TINTING FOR FIRE APPARATUS	330729	9/12/17	480.00
ECOLAB	SUPPLIES FOR DISHWASHER / NUTRITION	330730	9/12/17	50.85
ENDURAPLAS LLC	BAFFLE BALLS FOR WATER TENDER / FIRE	330731	9/12/17	1,900.00
FEDEX	PACKAGE DELIVERY / HOUSING AND ECONOMIC	330732	9/12/17	23.46
FLINT TRADING INC	TRAFFIC PAINT - STREETS	330733	9/12/17	5,665.67
GALLAGHER KRICH APC	LIABILITY CLAIM COST	330734	9/12/17	50,000.00
GOVERNMENT FINANCE	REGISTRATION: GFOA TRAINING/E PRENDELL	330735	9/12/17	522.00
GRAINGER	AIR CONDITIONER - FACILITIES	330736	9/12/17	8,887.06
HDL COREN & CONE	CONTRACT SVC - PROPERTY TAX JUL-SEP 2017	330737	9/12/17	2,814.24
HEALTH NET	FULL NETWORK 57135A / SEPT 2017	330738	9/12/17	5,760.99
HEALTH NET	HEALTH INS N7176F / SEPT 2017	330739	9/12/17	1,470.86
HEALTH NET	HEALTH INS N7177A / SEPT 2017	330740	9/12/17	1,141.24
HEALTH NET INC	HEALTH INS R1192A / SEPT 2017	330741	9/12/17	83,101.80
HINDERLITER DE LLAMAS & ASSOC	CONTRACTSVCS - SALE TAX 3RD QTR	330742	9/12/17	11,657.24
KAISER FOUNDATION HEALTH PLANS	INSURANCE ACTIVE / SEPT 2017	330743	9/12/17	182,818.31
KAISER FOUNDATION HEALTH PLANS	RETIREES INS (DED THRU CALPERS) SEPT 2017	330744	9/12/17	20,156.04
KAISER FOUNDATION HEALTH PLANS	RETIREES INS / SEPT 2017	330745	9/12/17	7,296.40
KAISER FOUNDATION HEALTH PLANS	HD S A INS GRP #104220-0005 / SEPT 2017	330746	9/12/17	3,753.72
KAISER FOUNDATION HEALTH PLANS	RETIREES INS-COBRA / JULY 2017	330747	9/12/17	1,574.88
KEYSER MARSTON ASSOCIATES INC	KIMBALL MORGAN RFP/HED	330748	9/12/17	19,925.00
KONICA MINOLTA	COPIER EQUIPMENT LEASE / AUG 2017	330749	9/12/17	11.21
LASER SAVER INC	TONER FOR HP PRINTER / NUTRITION	330750	9/12/17	639.02
LOPEZ, TERESA YOLANDA	TRANSLATION SVCS / AUG 2017	330751	9/12/17	220.00
METRO FIRE & SAFETY	CITY WIDE ONSITE FIRE EXTINGUISHER	330752	9/12/17	3,498.28
MJC CONSTRUCTION	STORM DRAIN SYSTEM REP.	330753	9/12/17	52,310.70
MUNICIPAL CODE CORPORATION	CODE OF ORDINANCES SUPPLEMENT PAGES	330754	9/12/17	220.42
NAPOLEONE PIZZA HOUSE	MEALS FOR FIRE CREWS	330755	9/12/17	82.71
NATIONAL CITY CAR WASH	CAR WASH SERVICES FOR CITY FLEET FY 2018	330756	9/12/17	759.99
PADRE JANITORIAL SUPPLIES	JANITORIAL SUPPLIES / NUTRITION	330757	9/12/17	62.49
PARMA	TRAINING WORKERS COMP / RAMOS / HR	330758	9/12/17	20.00
PRENDELL, E	REIMB: GFOA TRAINING / FINANCE	330759	9/12/17	280.25
PRO BUILD	32GAL CONTAIN	330760	9/12/17	1,215.00
PRUDENTIAL OVERALL SUPPLY	MOP# 45742. LA	330761	9/12/17	60.65



**WARRANT REGISTER #11
9/12/2017**

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
RELIANCE STANDARD	VOLUNTARY LIFE INS / SEPT 2017	330762	9/12/17	3,134.43
SAFRAN MORPHOTRUST	INVESTIGATIVE SERVICES	330763	9/12/17	10.00
SAN DIEGO COUNTY ASSESSOR	EXTRACT/NON-OWNER OCCUPIED PROPERTIES	330764	9/12/17	125.00
SAN DIEGO GAS & ELECTRIC	GAS & ELECTRIC UTILITIES /NUTRITION	330765	9/12/17	198.28
SDG&E	FACILITIES DIVISION GAS & ELECTRIC UTILITIES	330766	9/12/17	32,958.12
SEAPORT MEAT COMPANY	FOOD / NUTRITION CENTER	330767	9/12/17	1,775.32
SOUTHWEST SIGNAL SERVICE	TRAFFIC SIGNAL MAINTENANCE / JULY 2017	330768	9/12/17	10,444.07
STAPLES BUSINESS ADVANTAGE	MOP 45704 OFFICE SUPPLIES / FINANCE	330769	9/12/17	331.50
SWEETWATER AUTHORITY	FACILITIES DIVISION WATER UTILITIES	330770	9/12/17	46,260.31
SYSCO SAN DIEGO INC	FOOD / NUTRITION CENTER	330771	9/12/17	6,146.58
TALLAL INC	SUMMER MOVIES IN THE PARK / CSD	330772	9/12/17	457.11
THE LINCOLN NATIONAL LIFE INS	LIFE & AD&D, STD, LTD INS / SEPT 2017	330773	9/12/17	10,002.29
U S BANK	CREDIT CARD CHARGES / PD	330774	9/12/17	5,603.55
U S HEALTHWORKS	MEDICAL SERVICES	330775	9/12/17	88.00
ULINE	3 SHELF CABINET FOR CASA DE SALUD / CSD	330776	9/12/17	620.82
VORTEX INDUSTRIES INC	CITY WIDE ON SITE SERVICE & REPAIRS / PW	330777	9/12/17	345.60
KURT EDWARD KASSIOTIS	MUSIC PERFORMANCE / VOLUNTEER DINNER	330778	9/12/17	300.00

A/P Total 624,024.13

WIRED PAYMENTS

PUBLIC EMP RETIREMENT SYSTEM	SERVICE PERIOD 08/15/17 - 08/28/17	9062017	9/6/17	230,720.43
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PAYROLL

Pay period	Start Date	End Date	Check Date	
19	8/29/2017	9/11/2017	9/20/2017	1,065,096.09

GRAND TOTAL

\$ 1,919,840.65

Certification

IN ACCORDANCE WITH SECTION 37202, 37208, 372059 OF THE GOVERNMENT CODE, WE HEREBY CERTIFY TO THE ACCURACY OF THE DEMANDS LISTED ABOVE AND TO THE AVAILABILITY OF FUNDS FOR THE PAYMENT THEREOF AND FURTHER THAT THE ABOVE CLAIMS AND DEMANDS HAVE BEEN AUDITED AS REQUIRED BY LAW.



MARK ROBERTS, FINANCE

LESLIE DEESE, CITY MANAGER

FINANCE COMMITTEE

RONALD J. MORRISON, MAYOR-CHAIRMAN

ALBERT MENDIVIL, VICE-MAYOR

ALEJANDRA SOTELO-SOLIS, MEMBER

MONA RIOS, MEMBER

JERRY CANO, MEMBER

I HEREBY CERTIFY THAT THE FOREGOING CLAIMS AND DEMANDS WERE APPROVED AND THE CITY TREASURER IS AUTHORIZED TO ISSUE SAID WARRANTS IN PAYMENT THEREOF BY THE CITY COUNCIL ON THE 17TH OF OCTOBER 2017.

AYES _____

NAYS _____

ABSENT _____

The following page(s) contain the backup material for Agenda Item: Warrant Register #12 for the period of 09/13/17 through 09/19/17 in the amount of \$635,799.71. (Finance)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.:

ITEM TITLE:

Warrant Register #12 for the period of 09/13/17 through 09/19/17 in the amount of \$635,799.71.
(Finance)

PREPARED BY: Karla Apalategui, Accounting Assistant

DEPARTMENT: Finance

PHONE: 619-336-4572

APPROVED BY: 

EXPLANATION:

Per Government Section Code 37208, attached are the warrants issued for the period of 09/13/17 through 09/19/17.

Consistent with Department of Finance, listed below are all payments above \$50,000.

<u>Vendor</u>	<u>Check/Wire</u>	<u>Amount</u>	<u>Explanation</u>
Ace Electric Inc	330833	183,160.00	El Toyon & Las Palmas P. Lighting
ARJIS	330836	66,562.00	Arjis Usage FY 18
Adminsure Inc	529719	105,954.50	W/C Acct Replenishment Aug 2017

FINANCIAL STATEMENT:

APPROVED: 

FINANCE

ACCOUNT NO.

APPROVED: _____

MIS

Warrant total \$635,799.71.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: **INTRODUCTION** ☐ **FINAL ADOPTION** ☐

STAFF RECOMMENDATION:

Ratify warrants totaling \$635,799.71

BOARD / COMMISSION RECOMMENDATION:

ATTACHMENTS:

Warrant Register #12



WARRANT REGISTER #12
9/19/2017

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
TREASURER COUNTY OF S D	HIRT MEMBERSHIP FEE / FIRE	330779	9/19/17	43,684.00
AETNA RESOURCES FOR LIVING	EMPLOYEE ASSISTANCE PROGRAM SEPTEMBER	330780	9/19/17	823.40
ALTA LANGUAGE SERVICES INC	EMPLOYEE BILINGUAL TESTING	330781	9/19/17	120.00
AMERICAN PLANNING ASSOCIATION	AMERICAN PLANNING ASSOC. MEMBERSHIP	330782	9/19/17	574.00
BECKER PROPERTIES	T&A#90128 1325 E. PLAZA BLVD.	330783	9/19/17	1,325.67
CHRISTENSEN & SPATH LLP	WESTSIDE TOD LEGAL SERVICES	330784	9/19/17	3,150.00
COASTDESIGN BUILD INC	T&A#90230 3031 E. 9TH ST.	330785	9/19/17	2,586.60
COMMERCIAL AQUATIC SERVICE INC	CHEMICAL SUPPLIES / PW	330786	9/19/17	2,672.94
CSAC EXCESS INS AUTHORITY	EXIGIS INSURANCE APPLICATION / MIS	330787	9/19/17	4,699.38
CYNTHIA TITGEN CONSULTING INC	PROFESSIONAL SERVICES AUGUST	330788	9/19/17	3,622.50
DATA TICKET INC	DATA TICKET PARKING ENFOR./NSD	330789	9/19/17	3,014.03
D-MAX ENGINEERING	T&A#90204 PLAZA DEL REY APARTMENTS	330790	9/19/17	5,892.20
FEDEX	SHIPMENT / HOUSING	330791	9/19/17	25.17
FIRE ETC	STATION BOOTS / FIRE	330792	9/19/17	288.19
GONZALES, R	TRAINING ADV SUB ICI OIS AND FORCE INV/PD	330793	9/19/17	730.00
GONZALEZ, ERICK	LIABILITY CLAIM COST	330794	9/19/17	500.00
GRAINGER	REAR VIEW CAMERA SYSTEM	330795	9/19/17	502.10
GURROLA, JESUS	T&A#90159 2435 FIRST ST.	330796	9/19/17	529.24
HERNANDEZ, PAUL	TRAINING ADV LODGE SUB AICC/ HERNANDEZ / PD	330797	9/19/17	761.48
INNOVATIVE CONSTRUCTION	18TH ST. PEDESTRIAN PROJECT	330798	9/19/17	42,988.00
KEBENA ETHIOPIAN RESTAURANT	BANNER PERMIT APPLICATION REFUND	330799	9/19/17	1,975.00
KELLETT, D	TRAINING ADV SUBS ROT RIVERSIDE/KELLETT	330800	9/19/17	451.65
KIRE BUILDERS INC	FEE REFUND, BUILDING	330801	9/19/17	21,617.40
LASER SAVER INC	MOP 45725 OFFICE SUPPLIES	330802	9/19/17	377.15
MEDINA, HECTOR	T&A#90234 1413 STANCREST LANE	330803	9/19/17	1,191.36
MES CALIFORNIA	OPTICOM/STROBE LIGHT	330804	9/19/17	349.30
MHZ COMMUNICATIONS ENT	REPAIR PARTS FOR HEADSETS	330805	9/19/17	316.63
MIKE JUST	T&A#90213 3031 E. 9TH ST.	330806	9/19/17	4,987.72
NAPA AUTO PARTS	MOP 45735. SUPPLIES / FIRE	330807	9/19/17	6.84
NATIONAL CITY TROPHY	EMPLOYEE QUARTERLY RECOGNITION PLAQUES	330808	9/19/17	757.99
NATIONAL PHARMACEUTICAL RETURN	PHARMACEUTICAL RETURNS	330809	9/19/17	154.50
NICOLA STANZIONE	T&A#90106 505 S. T AVE.	330810	9/19/17	33,955.29
NV5 INC	PROFESSIONAL SERVICES	330811	9/19/17	5,481.00
PATTY'S LINEN RENTALS	TABLES, CHAIRS AND LINENS RENTAL / CSD	330812	9/19/17	1,337.50
PRO BUILD	MOP 45707, FIRE	330813	9/19/17	220.83
RANDY PROFFITT	T&A#158 131 W. 33RD ST.	330814	9/19/17	201.17
RIVERSIDE COUNTY SHERIFF DEPT	TRAINING TUITION ROT/ KELLETT / PD	330815	9/19/17	160.00
SAFeway SIGN COMPANY	ROLLED GOODS FOR TRAFFIC SIGNS	330816	9/19/17	2,789.44
SAVMART PHARMACEUTICAL SERVICE	NARCOTICS / FIRE	330817	9/19/17	48.34
SDG&E	FACILITIES DIVISION GAS & ELECTRIC UTILITIES	330818	9/19/17	2,119.96
SMART SOURCE OF CALIFORNIA LLC	MOP 63485, BUILDING	330819	9/19/17	432.54
STAPLES BUSINESS ADVANTAGE	MOP # 45704 OFFICE SUPPLIES	330820	9/19/17	288.04
STAPLES BUSINESS ADVANTAGE	MOP #45704/COPY PAPER/HR	330821	9/19/17	717.34
STILES, J	MEDIC FEE REIMBURSEMENT	330822	9/19/17	242.50
SWANK MOTION PICTURES INC	SUMMER MOVIES IN THE PARK / CSD	330823	9/19/17	565.00
THE HOME DEPOT CREDIT SERVICES	GENERAL SUPPLIES FOR BUILDING / PW	330824	9/19/17	648.42
U S BANK	CREDIT CARD EXPENSES / CSD	330825	9/19/17	895.20
U S HEALTHWORKS	MEDICAL SERVICES	330826	9/19/17	88.00
VERIZON WIRELESS	VERIZON CELLULAR	330827	9/19/17	11,269.98
VISTA PAINT	GRACO V250SP	330828	9/19/17	22,836.41



WARRANT REGISTER #12
9/19/2017

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
YOGA ONE INC	ONSITE YOGA INSTRUCTION / CSD	330829	9/19/17	350.00
1903 SOLUTIONS LLC	FORTINET LICENSING RENEWAL	330830	9/19/17	6,731.63
A GOOD SIGN & GRAPHICS COMPANY	WAYFINDING SIGNAGE PROJECT	330831	9/19/17	44,279.50
ACCELERATED MODULAR	PARKING STRUCTURE REPAIRS	330832	9/19/17	19,242.25
ACE ELECTRIC INC	EL TOYON & LAS PALMAS P. LIGHTING	330833	9/19/17	183,160.00
ACE UNIFORMS & ACCESSORIES INC	UNIFORM SUPPLIES / PD	330834	9/19/17	1,369.40
ACME SAFETY & SUPPLY CORP	SY-56S, YELLOW-5 GALS OF PAINT	330835	9/19/17	724.71
ARJIS	ARJIS USAGE FY 18	330836	9/19/17	66,562.00
ASSI SECURITY INC	SERVICE BADGE PRINTER AT HR	330837	9/19/17	270.00
AT&T	AT&T PHONE SERVICE AUGUST 2017	330838	9/19/17	352.85
AT&T	AT&T PHONES AUGUST 2017	330839	9/19/17	329.72
AT&T	AT&T PHONE SERVICE FOR AUGUST 2017	330840	9/19/17	69.96
BLACKIE'S TROPHIES AND AWARDS	MOP NAME TAGS PD	330841	9/19/17	152.25
BOOT WORLD	MOP# 64096. BOOTS STAFF / NSD	330842	9/19/17	152.59
CALIFA GROUP	CENIC BROADBAND - LIBRARY FY17	330843	9/19/17	4,627.74
CLF WAREHOUSE INC	MOP#80331 AUTO PARTS / PW	330844	9/19/17	149.34
COMMERCIAL & INDUSTRIAL	ARTS BUILDING ROOF RPLC. PROJECT	330845	9/19/17	5,489.11
COUNTY OF SAN DIEGO	NEXTGEN REGIONAL COMMUNICATIONS SYSTEM	330846	9/19/17	8,920.50
COX COMMUNICATIONS	COX CABLE SERVICES AUGUST 2017	330847	9/19/17	403.87
CYBRARYN SOLUTIONS	CYBRARIAN ANNUAL LICENSE RENEWAL 8/1/17	330848	9/19/17	1,139.95
DEPT OF JUSTICE	DOJ FINGERPRINTING /PD	330849	9/19/17	424.00
DIMENSION DATA	DATA CABLES AT MLK BLDG TO USE FOR	330850	9/19/17	340.00
ENTERPRISE FLEET MANAGEMENT	ENTERPRISE FLEET LEASE AND MAINTENANCE	330851	9/19/17	14,485.57
EQUIFAX INFORMATION SVCS	CREDIT REPORTS / SEC8	330852	9/19/17	52.34
FASTSIGNS	PUBLIC WORKS SIGNAGE FOR CITY HALL	330853	9/19/17	512.95
GRAINGER	MOP# 65179 BUILDING SUPPLIES / PW	330854	9/19/17	2,003.81
KONICA MINOLTA	COPIER EQUIPMENT LEASE / AUG 2017	330855	9/19/17	5,246.65
KTU&A	DOWNTOWN SPECIFIC PLAN	330856	9/19/17	2,525.00
LASER SAVER INC	MOP #45725/PRINTER SUPPLIES / MIS	330857	9/19/17	995.61
LEFORTS SMALL ENGINE REPAIR	MOP#80702 AUTO PARTS / PW	330858	9/19/17	199.92
MEGLA MANUFACTURING INC	FABRICATION / WELDING BRACKETS	330859	9/19/17	250.00
METRO AUTO PARTS DISTRIBUTOR	MOP# 75943 AUTO PARTS / PW FLEET	330860	9/19/17	36.20
NATIONAL CITY TROPHY	MOP# 66556 OFFICE SUPPLIES / PW	330861	9/19/17	370.51
O'REILLY AUTO PARTS	MOP# 75877 AUTO PARTS / PW FLEET	330862	9/19/17	247.04
PACIFIC TELEMAGEMENT SERVICE	PHONE SERVICE / MIS	330863	9/19/17	78.00
PALOMAR HEALTH	SART EXAM / PD	330864	9/19/17	4,050.00
PARTS AUTHORITY METRO LLC	MOP#75943 AUTO PARTS / PW	330865	9/19/17	463.08
PAUU, P	TRAINING ADV SUB ROT RIVERSIDE/PAUU	330866	9/19/17	451.65
PENSKE FORD	MOP#49078 AUTO PARTS / PW	330867	9/19/17	331.04
POWERSTRIDE BATTERY CO INC	MOP#67839 AUTO EQUIPMENT / PW	330868	9/19/17	354.35
PRO BUILD	MOP# 45707 GENERAL SUPPLIES / PW	330869	9/19/17	611.84
PRUDENTIAL OVERALL SUPPLY	MOP#45742 LAUNDRY SERVICES / PW	330870	9/19/17	397.61
RED WING SHOES STORE	SAFETY BOOTS / PW	330871	9/19/17	125.00
RIVERSIDE COUNTY SHERIFF DEPT	TRAINING TUITION ROT RIVERSIDE / PAUU	330872	9/19/17	160.00
RON BAKER CHEVROLET	MOP#45751 AUTO EQUIPMENT / PW	330873	9/19/17	247.93
S D COUNTY SHERIFF'S DEPT	CAL ID JULY - DEC	330874	9/19/17	7,821.00
SAM'S ALIGNMENT	MOP#72442 AUTO EQUIPMENT / PW	330875	9/19/17	220.00
SAN DIEGO COUNTY ASSESSOR	COUNTY RECORDS/ NSD	330876	9/19/17	14.00
SAN DIEGO METROPOLITAN	WAYFINDING P	330877	9/19/17	750.00
SANTOS SANTILLO	REFUND - BUSI	330878	9/19/17	320.00



**WARRANT REGISTER #12
9/19/2017**

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHK NO</u>	<u>DATE</u>	<u>AMOUNT</u>
SASE COMPANY INC	PARTS FOR THE STREET GRINDER / PW	330879	9/19/17	1,826.27
SITEONE LANDSCAPE SUPPLY LLC	MOP# 69277 LANDSCAPE SUPPLIES / PW	330880	9/19/17	413.67
SMART & FINAL	MOP SUPPLIES PD	330881	9/19/17	90.61
SMART SOURCE OF CALIFORNIA LLC	MOP BUSINESS CARDS	330882	9/19/17	147.91
SOUTHERN CALIF TRUCK STOP	MOP#45758 AUTO EQUIPMENT / PW	330883	9/19/17	57.68
SYMBOLARTS, LLC	PD CHAIN SYMBOL ARTS	330884	9/19/17	1,719.00
T MAN TRAFFIC SUPPLY	MOP# 76666 TRAFFIC SUPPLIES /PW	330885	9/19/17	433.91
THE HOME DEPOT CREDIT SERVICES	MOUNTING BRACKETS - FENCE	330886	9/19/17	139.60
THE SHERWIN WILLIAMS CO	MOP# 77816 PAINT SUPPLIES / PW	330887	9/19/17	472.95
THE SOCO GROUP, INC.	FUEL FOR RESCUE TOOLS	330888	9/19/17	280.04
THE STAR NEWS PUBLISHING COMP	PUBLIC NOTICES FOR VEHICLE AUCTION 8/14/17	330889	9/19/17	53.81
TOPECO PRODUCTS	MOP# 63849 AUTO PARTS / PW FLEET	330890	9/19/17	118.86
TURF STAR	AUTO EQUIPMENT - PW	330891	9/19/17	157.69
U S BANK	TRAINING POLICE DEPT CREDIT CARD	330892	9/19/17	3,477.96
U S BANK	MONTHLY CREDIT CARD STATEMENT AUGUST	330893	9/19/17	1,131.15
UNITED ROTARY BRUSH CORP	MOP#62883 AUTO EQUIPMENT / PW	330894	9/19/17	398.15
VCA MAIN ST ANIMAL HOSPITAL	CANINE CARE DUKE / PD	330895	9/19/17	241.07
VERIZON WIRELESS	VERIZON CELLULAR SERVICE - AUGUST 2017	330896	9/19/17	642.50
VIGIL, ALEJANDRO	REFUND / PARKING CITATION / FINANCE	330897	9/19/17	50.00
WESTFLEX INDUSTRIAL	MOP# 63850 AUTO SUPPLIES / PW	330898	9/19/17	97.22
WILLY'S ELECTRONIC SUPPLY	MOP# 45763 ELECTRIC SUPPLIES / PW	330899	9/19/17	315.79
			A/P Total	635,799.71
WIRED PAYMENTS				
PAYCHEX BENEFIT TECHNOLOGIES	BENETRAC ESR SVCS BASE FEE SEP 2017	246021	9/15/17	507.00
ADMSURE INC	W/C ACCT REPLENISHMENT AUG 2017	529719	9/14/17	105,954.50
ARCO BUSINESS SOLUTIONS	FUEL FOR CITY FLEET AUGUST 2017	529740	9/14/17	28,927.33

GRAND TOTAL

\$ 771,188.54

Certification

IN ACCORDANCE WITH SECTION 37202, 37208, 372059 OF THE GOVERNMENT CODE, WE HEREBY CERTIFY TO THE ACCURACY OF THE DEMANDS LISTED ABOVE AND TO THE AVAILABILITY OF FUNDS FOR THE PAYMENT THEREOF AND FURTHER THAT THE ABOVE CLAIMS AND DEMANDS HAVE BEEN AUDITED AS REQUIRED BY LAW.



MARK ROBERTS, FINANCE

LESLIE DEESE, CITY MANAGER

FINANCE COMMITTEE

RONALD J. MORRISON, MAYOR-CHAIRMAN

ALBERT MENDIVIL, VICE-MAYOR

ALEJANDRA SOTELO-SOLIS, MEMBER

MONA RIOS, MEMBER

JERRY CANO, MEMBER

I HEREBY CERTIFY THAT THE FOREGOING CLAIMS AND DEMANDS WERE APPROVED AND THE CITY TREASURER IS AUTHORIZED TO ISSUE SAID WARRANTS IN PAYMENT THEREOF BY THE CITY COUNCIL ON THE 17TH OF OCTOBER 2017.

AYES _____

NAYS _____

ABSENT _____

The following page(s) contain the backup material for Agenda Item: Public Hearing for the amended Public Participation Plan (now known as the Citizen and Community Participation Plan) required for Five-Year Consolidated and Assessment of Fair Housing Plans to the U.S. Department of Housing and Urban Development. (Housing

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Public Hearing and adoption of a resolution of the City Council of the City of National City to adopt the Citizen and Community Participation Plan required for Five-Year Consolidated and Assessment of Fair Housing Plans to the U.S. Department of Housing and Urban Development (HUD).

PREPARED BY: Angelita Palma, Comm. Dev. Specialist II

DEPARTMENT: Housing & Economic Dev.

PHONE: (619) 336-4219

APPROVED BY: 

EXPLANATION:

See attached explanation.

FINANCIAL STATEMENT:

ACCOUNT NO.

There is no fiscal impact.

APPROVED: _____

Finance

APPROVED: _____

MIS

ENVIRONMENTAL REVIEW:

Not applicable to this report.

ORDINANCE: INTRODUCTION: ☐ FINAL ADOPTION: ☐

STAFF RECOMMENDATION:

Conduct the Public Hearing and adopt the Citizen and Community Participation Plan.

BOARD / COMMISSION RECOMMENDATION:

Not applicable to this report.

ATTACHMENTS:

- 1: Explanation
- 2: Public Notice
- 3: Citizen and Community Participation Plan
4. Resolution

Explanation:

The Public Hearing for the Citizen and Community Participation Plan (CCPP) will be conducted to review public comments received during the 30-day public review period from September 1, 2017 through October 1, 2017 and to provide interested persons and community groups with one last opportunity to share their thoughts regarding the CCPP.

As an entitlement jurisdiction, Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds the City is required to prepare a Five-Year Consolidated Plan (CP) and an Assessment of Fair Housing (AFH) Plan.

For the CP the Code of Federal Regulations for HUD requires the City to have a Citizen Participation Plan (CPP), previously named Public Participation Plan. As a HUD grantee an Assessment of Fair Housing (AFH) is also required so the City must adopt a Community Participation Plan (CoPP). Generally speaking, the CoPP policies and procedures mirror those of the CPP, with the addition of requirements regarding HUD-provided data and other supplemental information and required consultation with other public and private agencies. The CCPP serves to meet the CPP and CoPP federal requirements concurrently.

The CCPP describes the City's policies and procedures for public involvement in the development of the Five-Year Consolidated Plan and its component Annual Action Plans, the Assessment of Fair Housing, amendments to these plans, as well as the CCPP, and the public review process of the Consolidated Annual Performance and Evaluation Report. The projects described in the Consolidated and Annual Plans use CDBG and HOME HUD funds. The CCPP is a tool to encourage residents, consultants, and other entitlement grant beneficiaries to become involved in the development and evaluation of the plans that outline the housing and community development needs, goals, objectives, and activities for National City.



PUBLIC NOTICE

CITY OF NATIONAL CITY

30 DAY PUBLIC REVIEW AND COMMENT PERIOD AND PUBLIC HEARING FOR THE CITIZEN AND COMMUNITY PARTICIPATION PLAN AND 15 DAY PUBLIC REVIEW AND COMMENT PERIOD FOR THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR PROGRAM YEAR 2016

Notice is hereby given by the City of National City that a draft Citizen and Community Participation Plan (CCPP) and draft Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2016-2017 has been prepared and is available for public review and comment beginning September 1, 2017.

The CCPP is a description of National City's policies and procedures for public involvement in the development of the Five-Year Consolidated Plan and its component Annual Action Plans, amendments to these plans, the public review process for the CAPER, and the Assessment of Fair Housing to the U.S. Department of Housing and Urban Development (HUD). This Plan will be available for public review and comment September 1 to October 1, 2017.

The CAPER is a summary of the City's performance in accomplishing the goals and priorities identified in the Program Year 2016-2017 Annual Action Plan for its Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs funded by HUD. The CAPER provides a description of each activity funded along with accomplishments achieved during the program year. This Plan will be available for public review and comment September 1 to September 16, 2017.

Notice is hereby also given that the City of National City will hold a public hearing for the CCPP on Tuesday, October 17, 2017 at 6:00 p.m. at City Council Chambers, on the second floor of City Hall, 1243 National City Blvd., to review written comments and obtain final testimony on the proposed CCPP.

In order to obtain the views of residents, public agencies, and other interested parties, the City of National City has placed a copy of the CCPP and draft CAPER at the Office of the City Clerk, (1243 National City Blvd.) and the Housing & Economic Development Department (140 E 12th Street, Suite B). The documents will also be available on the City's website at www.nationalcityca.gov/cdbg-home.

For more information regarding this process, to request a copy, or to make a comment on the Plans direct mail to the City of National City Housing & Economic Development Department, Attention: Angelita Palma, 140 E. 12th Street, Suite B, National City, CA 91950, by email to apalma@nationalcityca.gov, or by calling (619) 336-4219. Hearing impaired persons please use the CAL Relay Service Number 711. City facilities are wheelchair accessible. Please contact the Office of the City Clerk at (619) 336-4228 to request a disability-related modification or accommodation. Notification 24-hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility at the Public Hearing on October 17, 2017. Para que le interpreten la información en español, llame al (619) 336-4391.

Leslie Deese, City of National City City Manager

Published in the San Diego Union Tribune Friday, September 1, 2017

CITY OF NATIONAL CITY

CITIZEN AND COMMUNITY PARTICIPATION PLAN

for the U.S. Department of Housing and Urban Development Programs

PURPOSE & OBJECTIVE

The City of National City (City) is an entitlement jurisdiction and, as such, receives entitlement grant funding from the U.S. Department of Housing and Urban Development (HUD).

The federal entitlement grant funds include:

- HOME Investment Partnerships Program (HOME);
- Community Development Block Grants (CDBG).

As an entitlement jurisdiction, the City is required to prepare:

- A Five-Year Consolidated Plan (Con Plan);
- A Consolidated Annual Action Plan (AAP);
- A Consolidated Annual Performance and Evaluation Report (CAPER); and
- An Assessment of Fair Housing (AFH)

As required by The Housing and Urban Development (HUD) Code of Federal Regulations (CFR) for the Consolidated Plan (24 CFR Part 91 Sec. 91.105), the City must adopt a Citizen Participation Plan (CPP) setting forth the City's policies and procedures for citizen participation. This CPP establishes standards for the City to provide for and encourage citizens and entitlement grant beneficiaries to participate in the planning, execution, and evaluation of the Con Plan, the AAPs, and the CAPERs.

In addition, HUD CFR for the Assessment of Fair Housing (AFH) requires the City to adopt a Community Participation Plan (CoPP) setting forth the City's policies and procedures for the solicitation of views and recommendations from members of the community and other interested parties, consideration of the views and recommendations received, and incorporation of such views and recommendations into decisions and outcomes (24 CFR §5.152). Generally speaking, the CoPP policies and procedures mirror those of the CPP, with the addition of requirements regarding HUD-provided data and other supplemental information and required consultation with other public and private agencies.

This Citizen and Community Participation Plan (CCPP) serves to meet the federal requirements described above concurrently.

DEFINITIONS

Amendment, Substantial:

A change to a previously adopted Five-Year Con Plan or AAP that:

- Increases or decreases by 25% the amount allocated to a category of funding within the City's entitlement grant programs (as listed below); or

CDBG	HOME
Administration	Administration
Non-Public Services	Non-Administration
Public Services	

- Makes a significant change to an activity's proposed beneficiaries or persons served; or
- Funds a new activity not previously described in the AAP.

A change to the previously adopted AFH:

- Resulting from a material change in circumstances in the City of National City affecting the information on which the AFH was based to the extent that the analysis, the fair housing contributing factors, or the priorities and goals of the AFH no longer reflect actual circumstances (for instance, a significant change that impacts the City's ability to carry out the AFH, such as new significant contributing factors, civil rights findings, a substantial change in demographics used, a Presidentially declared disaster, etc.); or
- Resulting from a written notification provided by HUD identifying a material change that HUD believes warrants revisions to the AFH.

Amendment, Minor:

A change to a previously adopted Five-Year Con Plan or AAP that does not meet the thresholds to qualify as a Substantial Amendment. A minor amendment may include monetary changes or shifts, regardless of size that are: (1) necessary for preserving all the programs and activities identified in a plan; and (2) necessitated by significant changes in the funding levels between HUD's initial estimates of funding amounts and HUD's final allocation notification to the City. Changes from HUD to the final allocation, even if greater than 25% of the amount originally allocated to a category, would be considered a minor amendment.

A change to a previously adopted AFH that does not meet the thresholds to qualify as a Substantial Amendment and does not require revisions to the previously identified fair housing contributing factors or to the previously stated priorities and goals of the AFH.

Annual Action Plan (AAP): The AAP describes the activities to be undertaken in the upcoming Fiscal Year (FY) that meet the goals in the approved Con Plan and utilize the annual funding provided to the City by HUD. The AAP is submitted to HUD 45 days prior to the start of the program year (generally mid-May).

Assessment of Fair Housing (AFH): The AFH is an analysis of fair housing issues in a program participant's jurisdiction and region that results in goals the program participant sets forth to achieve over its coming planning cycle. The AFH replaces the previously required Analysis of Impediments to Fair Housing Choice (AI).

Citizen and Community Participation Plan (CCPP): Is a plan (this document) that serves to meet the federal requirements of the Citizen Participation Plan (CPP) and Community Participation Plan (CoPP) concurrently.

Citizen Participation Plan (CPP): The CCP provides standards by which residents and entitlement grant beneficiaries reasonable opportunity to participate in the development, planning, execution, and evaluation of the Con Plan, any Substantial Amendments to the Con Plan, the AAPs, and the CAPERs.

Community Development Block Grant (CDBG): The CDBG program provides communities with resources to address a wide range of housing and community development needs that benefit very low- and low- income persons through decent housing, suitable living environments, and expanded economic opportunities.

Community Participation Plan (CoPP): The CoPP provides standards by which residents, consultants, and other entitlement grant beneficiaries, and other interested parties are solicited to provide views and recommendations in the development, planning, recommendations, execution, and evaluation of the AFH.

Consolidated Annual Performance and Evaluation Report (CAPER): HUD requires the City to prepare a CAPER at the end of each fiscal year. The CAPER assesses the City's annual achievements relative to the goals in the Con Plan and the proposed activities in the AAP. The CAPER is submitted to HUD 90 days after the end of the program year (September 28).

Consolidated Plan (Con Plan): The Five-Year Consolidated Plan is a comprehensive document, providing a detailed description of the housing and community development needs in National City, which prioritizes those needs, and then develops a strategy for addressing the needs.

Consultation: The City will engage and/or request comments from other public and private agencies that engage directly in providing assisted housing, health services, fair housing services and enforcement, and social services, including those focusing on services to children, elderly person, persons with disabilities, person with HIV/AIDS and their families, and homeless persons, when completing the AFH.

Department of Housing and Urban Development (HUD): HUD is the government agency that creates and manages programs pertaining to federal home ownership, affordable housing, fair housing, homelessness, and community and housing development.

Displacement: Displacement refers to the involuntary relocation of individuals from their residences due to housing development and rehabilitation activities paid for by federal funds.

Eligible Activity: Activities that are allowable uses of federal funds (CDBG and HOME) covered by the CPP as defined in the Code of Federal Regulations Title 24 for the Department of Housing and Urban Development.

Emergency Solutions Grant (ESG): The ESG program provides resources to assist individuals and families in quickly regaining stability in permanent housing after experiencing a housing crisis or homelessness.

Five-Year Consolidated Plan (Con Plan): HUD requires entitlement jurisdictions to prepare a Con Plan every five years. The Con Plan identifies housing, economic, and community development needs and prioritizes funding to meet those needs.

HOME Investment Partnerships Program (HOME): HOME is designed exclusively to create affordable housing for low-income households. Activities include those that build, buy, and/or rehabilitate affordable rental or homeownership housing, or provide direct rental assistance to low-income people.

Low to Moderate Income (LMI): LMI is 0–80% of Area Median Income (AMI) for a jurisdiction as defined annually by HUD. In addition, this includes those individuals presumed by HUD to be principally LMI (abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers).

Public Hearing: Public hearings provide the public, specifically LMI individuals and families, to make public testimony or comment. Public hearings are to be advertised in local newspapers and made accessible to persons who do not speak English or who have a disability.

ROLE, RESPONSIBILITIES, AND CONTACT INFORMATION

The City of National City is the recipient of all the federal entitlement grant funds listed above.

City of National City Council

The City of National City City Council is the elected legislative body governing the City of National City. It is responsible for approving the City's 5-Year Con Plan, the AAPs, amendments to the plans, the CAPER, and the AFH prior to the submission of those approved documents to HUD.

City Council meetings are generally held the first and third Tuesday of the month beginning at 6:00 p.m. The meetings are held at the City of National City – City Hall second floor, Council Chambers at 1243 National City Boulevard, National City, CA 91950. City Hall is a facility accessible to persons with disabilities.

The General Contact Information for the City of National City's HUD Entitlement Programs:

City of National City
Housing & Economic Development Department
Angelita Palma
140 E. 12th Street, Suite B
National City, CA 91950
(619) 336-4219
apalma@nationalcityca.gov
www.nationalcityca.gov/CDBG-HOME

CITIZEN PARTICIPATION POLICIES

AVAILABILITY OF DRAFT AND APPROVED DOCUMENTS

The draft and final versions of the Con Plan, AAP, CAPER, AFH, and all related amendments will be available online at the City's Housing & Economic Development Department website at www.nationalcityca.gov/CDBG-HOME. Hard copies of all documents will be available at the City of National City, City Clerk's Office at 1243 National City Boulevard, and the Housing & Economic Development Department at 140 E. 12th Street, Suite B, National City, CA 91950. Hard copies may also be obtained by contacting the Housing & Economic Development Department office at (619) 336-4219 or by email to apalma@nationalcityca.gov. Upon request, documents will be made available in a format accessible to persons with disabilities.

The draft Con Plan, draft AAP, draft AFH, and draft Substantial Amendments will be made available for public review and comment for a minimum of 30 calendar days prior to their submission to HUD. The draft CAPER will be available for public review and comment for a minimum of 15 calendar days prior to its final submission to HUD. Previously approved plans and amendments will be available to residents, public agencies, and other interested parties.

PUBLIC HEARINGS

The City will hold a minimum of two (2) public hearings for the Con Plan, AFH, and AAP and a minimum of one (1) public hearing for a Substantial Amendments to the Con Plan, AFH, AAP and CCPP.

- The public hearings will be held to obtain residents' views regarding housing and community development needs, proposed allocation of CDBG funds, strategies and actions taken to affirmatively further fair housing, and review program performance.
- The City will conduct at least one public hearing during the development of the AFH prior to publishing the AFH for public comment. The public hearing must be held prior to formulating the Consolidated Plan.
- The City will conduct at least one public hearing during the development of the Con Plan, AAP, and CCPP prior to publishing the Plan(s) for public comment.
- The City will receive and consider comments concerning the Plan(s) and/or AFH for period of not less than 30 days. All comments received, in writing or orally at a public meeting, will be considered in preparing the final Plan(s) and/or AFH. A summary of the comments or views, including those not accepted and the reasons, shall be attached to the final Plan(s) and/or AFH.

Public hearings will be held after a notice has been published in a local newspaper, at least 14 days prior to the date of the scheduled meeting. An agenda for the meeting shall be posted at City Hall 72-hours prior to the meeting. Public hearings are usually held during City Council meetings on the first and third Tuesday of the month at 6:00 p.m. at the City Council Chambers at City Hall (1243 National City Boulevard, National City, CA 91950). Every effort will be made to hear the testimony of all who wish to comment at a public hearing; however, in the event that there is not enough time to hear everyone's testimony, the public is encouraged to submit their comments in writing.

Special accommodations will be made for people with disabilities if a request is submitted within five (5) working days before the hearing. The request shall be submitted to the City Clerk's Office.

The City will also make every effort to provide translators for people who do not speak English, if requests are made within five working days prior to the hearing to the City Clerk's Office by calling (619) 336-4228.

NOTICE OF HEARINGS AND REVIEW PERIODS

Con Plan, AAP, AFH, CCPP and Substantial Amendment

A public review period of not less than thirty (30) calendar days will be provided for each Con Plan, AAP, AFH, CCPP and Substantial Amendment to enable the public to provide comments prior to submission of the approved document to HUD.

CAPER

The City will establish a public review period of not less than fifteen (15) calendar days for each CAPER to allow for public comments prior to submission of the approved document to HUD.

To Comment on the Con Plan, AAP, CAPER, Substantial Amendments, and CCPP

The City will provide residents, public agencies and other interested parties with notice of their opportunity to comment via email, U.S. mail, or in person at public hearings on the Con Plan, AAP, CAPER, Substantial Amendments, and CCPP.

To ensure that all residents, including minorities, persons with limited English proficiency, persons with disabilities, residents of public housing, and LMI residents are able to participate in the public review process, the City will provide the following:

- Notice of applicable public review period and public hearings using an email distribution list maintained by the Department of Housing & Economic Development for Community Partners and those parties expressing interest in receiving information and updates related to the City's Con Plan, AAP, CAPER, AFH, Substantial Amendments, and CCPP. To be added to this email distribution list, please submit a request to: apalma@nationalcityca.gov.
- Notices via a wide variety of distribution services, such as email, websites, social media, and newspaper postings.
- Public notices will announce the availability of relevant draft documents for public review and will include an introduction of the document, its contents, and purpose. The notices will describe how to obtain a copy of the document for review and clearly list all scheduled hearings with dates, times and locations. The notices will include information on how to access related documents online and list locations where hard copies will be available.
- Notices of the availability of draft documents and the review periods will be distributed, published, and posted on the Economic Development Department's website at www.nationalcityca.gov/CDBG-HOME. Notices will be distributed and published at least fourteen (14) calendar days before the final public hearing and will include information

regarding how to request accommodation and services available for persons with disabilities who wish to attend the public hearings.

- Newspaper postings of the notices for the Con Plan, AAP, CAPER, AFH, CCPP, and Substantial Amendments will be provided in a local newspaper.
- Notices will be sent to an email distribution list maintained by the Economic Development Department. Members of the public may be added to this distribution list by contacting the Housing & Economic Development Office at (619) 336-4219 or apalma@nationalcityca.gov.

It has been the practice of the City to combine notices complying with several individual requirements into one document for dissemination and publication. The City is receptive to suggestions for ways to improve its process for notifying the public of hearing and the availability of draft documents for public review.

The City will consider comments and views expressed by residents, public agencies, and other interested parties either in writing or orally at public meetings. In each Con Plan, AAP, CAPER, AFH, CCPP, or Substantial Amendment submitted to HUD, the City will provide as an attachment all written communications received and a summary of each oral comment during the applicable 30-day or 15-day public review period; the City's subsequent action; and the reasons for non-action, if none was taken. This information will also be made available to the public as part of the final document.

DISPLACEMENT POLICY

As part of the CCPP, the City must maintain a displacement policy. Displacement refers to the involuntary relocation of individuals from their residence due to housing development and rehabilitation paid for with federal funds. The City will continue to use existing federal and State relocation guidelines, as applicable, to minimize displacement and to alleviate the problems caused by displacement. Both the federal government and the State of California have specific requirements dictating the amount of benefits and assistance that must be provided to lower-income persons and households relocated from their homes as a result of displacement. Depending on the funding source, displaced persons may be offered one or more of the following:

- A rent subsidy for another unit
- A cash payment to be used for rent or a down payment on the purchase of a dwelling unit
- Moving and related expenses

The City's rehabilitation programs may also deal with relocations issues when they provide minor additions to existing dwellings in order to address overcrowding. Any temporary relocation costs are included in the rehabilitation loan package offered to clients.

AVAILABILITY OF AND ACCESS TO RECORDS

Information on the City's Con Plan, AAP, CCPP, CAPER, AFH, and program regulations will be posted on the Housing & Economic Development Department's website at www.nationalcityca.gov/CDBG-

[HOME](#) and will be made available for review during normal working hours at the City of National City, 140 E. 12th Street, Suite B, National City, CA 91950, and upon written request to the City Clerk's Office at 1243 National City Boulevard, National City, CA 91950. If the City is unable to provide immediate access to the documents requested, the City will make every effort to provide the public reasonable and timely access to information and records as required by law.

TECHNICAL ASSISTANCE

The City will, to the extent practicable, respond to requests for technical assistance by groups representing persons of low and moderate income developing funding proposals for any program covered by the Con Plan in accordance with grant procedures. This may include, but is not limited to, providing information regarding how to fill out applications, informational sources, and training. "Technical assistance," as used here, does not include the provision of funds to groups requesting such assistance and the City will not write proposals for an applicant.

Assistance will also be provided by the City's Housing & Economic Development Department to interested individuals and resident groups who need further explanation on the background and intent of the Housing and Community Development Act, interpretation of specific HUD regulations, and project eligibility criteria for federal grants.

COMMUNITY PARTICIPATION POLICIES

The Community Participation Policies are designed to provide reasonable opportunities for residents, consultants, entitlement grant beneficiaries, community partners, and other interested parties to be involved in the development of the AFH and incorporate the AFH information into the Con Plan and other related planning documents.

The Community Participation Policies are used in addition to the Citizen Participation Policies when developing the AFH plan.

ASSESSMENT OF FAIR HOUSING (AFH) DATA

As part of the AFH, the City will gather and analyze historical and existing fair housing conditions data that pertain to determining the goals required to affirmatively further fair housing that will be used in the development of the Consolidated Plan. The City shall make available to the public, residents, public agencies, and other interested parties any HUD-provided data and other supplemental information the City plans to incorporate into the AFH at the start of the public participation process (or as soon as feasible thereafter).

AFH-ASSOCIATED CONSULTATION

The City will consult with other public and private agencies that provide assisted housing, health services, and social services, including those persons with HIV/AIDS and their families, and homeless persons. In addition to community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws, when preparing the AFH, the City will also consult with public housing authorities (PHAs) operating in the region. The

consultation process will include regional government agencies in addition to adjacent jurisdictions and the County of San Diego.

The AFH Community Participation Policies also incorporate the Citizen Participation Policies included in the following sections: Availability of Draft and Approved Documents; Public Hearings; Notice of Hearings and Review Periods, including Minor Amendments; and Availability of and Access to Records.

COMMENTS/COMPLAINTS

Comments or complaints from residents, public agencies, and other interested parties regarding the Con Plan, AAP, CAPER, AFH, or related amendments and performance reports may be submitted in writing to the Housing & Economic Development Department at: City of National City, 140 E. 12th Street, Suite B, National City, CA 91950. Written comments or complaints will be referred to appropriate City staff for consideration and response. The City will provide substantive, written responses to all comments or complaints within fifteen (15) business days of receipt.

The following page(s) contain the backup material for Agenda Item: Public Hearing and Adoption of an Ordinance of the City Council of the City of National City amending Sections 7.10 (Garbage and refuse collection), 18.12 (Permits and applications), 18.30.150 (Outdoor display or sale of merchandise), 18.30.200 (Sidewalk

CITY OF NATIONAL CITY, CALIFORNIA COUNCIL AGENDA STATEMENT

MEETING DATE: October 17, 2017

AGENDA ITEM NO. _____

ITEM TITLE:

Public Hearing and Adoption of an Ordinance of the City Council of the City of National City amending Sections 7.10 (Garbage and refuse collection), 18.12 (Permits and applications), 18.30.150 (Outdoor display or sale of merchandise), 18.30.200 (Sidewalk cafés), 18.47.110 (Murals), and 18.50 (Glossary). (Applicant City-Initiated) (Case File 2017-22 A)

PREPARED BY: Martin Reeder, AICP 

DEPARTMENT: Planning

PHONE: 619-336-4313

APPROVED BY: 

EXPLANATION:

On October 4, 2011, the City Council initiated a Code Amendment that was intended to clean up the Land Use Code (LUC). Since adoption of the new code in June 2012, there have been various discrepancies and typographic issues that needed to be remedied. Subsequent amendments have been processed that ultimately covered more than the items contained in the original effort; however, items still remain that cause issues with administering the LUC. These periodic updates have also included more current amendments that have since come to the fore. There are still remaining items to be amended, which will follow on later dates.

The changes to Sections 7.10, 18.12, 18.30.150, 18.30.200, 18.47.110, and 18.50 were prepared and considered by the Planning Commission on October 2, 2017. The attached Background Report describes the change in detail.

FINANCIAL STATEMENT:

ACCOUNT NO. _____

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

Not a project per CEQA

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☒

STAFF RECOMMENDATION:

Staff concurs with the Planning Commission's recommendation to adopt the amendments to Title 18.

BOARD / COMMISSION RECOMMENDATION:

The Planning Commission recommended approval of the Land Use Code amendment.
Ayes: Baca, DelaPaz, Flores, Quintero, Yamane Absent: Garcia, Sendt

ATTACHMENTS:

- | | |
|--------------------------|---|
| 1. Background Report | 4. Planning Commission Resolution 2017-24 |
| 2. Findings | 5. Public Hearing Notice |
| 3. Proposed Code changes | 6. Ordinance |

BACKGROUND REPORT

Staff Recommendation

Staff supports all the proposed amendments included in this staff report and recommends that the City Council approve the amendments.

History

On October 4, 2011, the City Council initiated a Code Amendment that was intended to clean up the Land Use Code (LUC). Since adoption of the new code in June 2012, there have been various discrepancies and typographic issues that needed to be remedied. Subsequent amendments have been processed that ultimately covered more than the items contained in the original effort; however, items still remain that cause issues with administering the LUC. These periodic updates have also included more current amendments that have since come to the fore. There are still remaining items to be amended, which will follow on later dates.

Proposed Changes

A. Trash and Recycling enclosures

There are two general references in the Municipal Code referring to trash and recycling containers. Title 7 includes specific guidelines, and Title 18 states the need for enclosures for residential, commercial, institutional, and industrial land uses, and refers back to Title 7 for the design. There is a conflict in that Title 18 requires a roof for enclosures where the same requirement is not included in the design guidelines under Title 7. To remedy the conflict, staff suggests adding the following section, which will ensure consistency with Title 18:

7.10.080 – Enclosures required

D. Enclosures shall be constructed with a roof.

B. In addition, the design guidelines under Title 7 are out of date and need updating. Staff suggests removing Table 1 from Section 7.10.080 and relying on the reference in subsection 'A' to "trash enclosure guidelines adopted from time to time by the resolution of the City Council". Staff has attached the trash enclosure guidelines used by the City of Escondido, which provide several examples and specific criteria for trash and recycling enclosures.

If the Commission and Council are amenable to using these particular guidelines, staff will reformat the document for the City of National City and keep the guidelines on file in the Planning Department for reference.

Attachment 1

- C. Title 18 has three identical references to trash and recycling enclosures in sections 18.42.050 (C) (9); 18.42.060 (A) (5); and 18.42.070 (A) (5), which read as follows:
- a. Standards are found in Title 7, Section 7.10.080 (Enclosures required).
 - b. Enclosures shall be provided with receptacles for both rubbish and recyclable materials.
 - c. Enclosures shall be constructed with a roof.

The public notice references changes to this section; however, no changes will be made at this time.

D. Glossary

In the Glossary section of the LUC, the definition of "Variance" refers the user to Chapter 18.10, which is the section entitled "Understanding the Land Use Code". The correct reference should be to 18.12.120 - Variances.

E. Right-of-Way activities

Economic Development staff has been working with the Chamber of Commerce and the local business community on a right-of-way enhancement program ("program") in an effort to further utilize public space and activate commercial rights-of-way. The purpose of the program is to beautify, activate and promote the City by working with the business community to enhance portions of the public right-of-way. The program is intended to create spaces that cultivate community and culture, increase property values for National City and spur economic growth and income to local merchants by encouraging pedestrian traffic. The program includes criteria for outdoor displays and outdoor seating, among others. These two items are already covered by the LUC; however, the pertinent sections need to be updated to accommodate the new program.

F. **Chapter 18.30.150** – Outdoor display or sale of merchandise – regulates what type of display is permitted and is related to private property only. This Code section allows businesses such as grocers, flower stores, auto sales business, etc. to display merchandise outside their stores (subsection B.1).

There is also a provision allowing other items, as determined by the Planning Department, that are found to be customary to the type of business requesting the display (subsection B.2).

The program envisions allowing various items not covered by 18.30.150 to be displayed in the right-of-way. Items include furniture, books and magazines, baked goods, hand-crafted products, art work, bicycles, and others. The program also lists items not

permitted in the right-of-way, including alcoholic beverages, tobacco products, large or bulky items, etc. Therefore, staff is suggesting the addition of the following section:

18.30.150 (B) (3) Other items not covered in this section may be permissible as allowed by an established right-of-way enhancement program.

G. 18.30.200 – Sidewalk cafes – contains standards for such uses. This section is mostly adequate to cover the activities contained in the right-of-way activation program. However, the permitting requirement refers to a permit not yet established by the City (minor use permit) as follows:

B. Permit Requirements. A sidewalk café shall require the approval of a minor use permit and an encroachment permit by the city council.

In order to bring this subsection into compliance with the pending right-of-way activation program, staff suggests the section be updated as follows:

B. Permit Requirements. A sidewalk café shall require the approval of a right-of-way permit as specified by an established right-of-way enhancement program.

The program permit will include encroachment agreements and minimum insurance coverage requirements, as well as design guidelines for quantity and placement for items to be displayed or located in the right-of-way.

H. Murals

Section 18.47.110 of the LUC – Murals – states as follows:

Murals or mural-type signs, including those described as artistic murals, shall be treated as any other sign subject to signage area requirements.

Recent public art projects have included artistic murals. In discussions with the Public Art Committee and A.R.T.S. (A Reason To Survive) on potential future murals, it has become apparent that limiting artistic murals the same way that mural signs are regulated is an issue in that, while signs and commercial messages should be regulated with regard to size, limiting artistic murals affects their artistic effect and power.

To remedy the conflict between mural signs and artistic murals, references to “artistic murals” should be removed from Section 18.47.110 (Murals) and 18.47.040 (Definitions)

and included in a new Code section. This would allow mural *signs* to continue to be regulated with regard to time, place, and manner, but would allow artistic murals to be installed subject to appropriate permits and/or processes.

While there is no specific section or permitting process currently ready for inclusion in the LUC, staff suggests adding the following definition to the Glossary:

Mural. "Mural" means a painting, graphic design, or pictorial representation applied directly or attached to an exterior mounting surface or exterior wall that is visible from any point of any public right-of-way, including public street, sidewalk or trail. Any representation which identifies a business or building by logo, product, service, trademark, message, or slogan shall be considered a sign.

Staff is envisioning a separate Code Amendment process intended to formulate a new Code section to allow for the creation of original art murals on private property through an administrative permit to be established.

Analysis

All of the proposed changes correct, modify or enhance existing Code sections. No significant changes will result from the changes and no new uses will be established. Changes will allow staff to better administer the LUC, as well as improve the public's access and experience of the City (right-of-way activation, public art, etc.).

Findings for Approval

There are two findings for approval, one related to General Plan consistency and one related to compliance with the California Environmental Quality Act (CEQA).

General Plan conformance

The requested amendments are consistent with the General Plan, as the Code sections already exist. The amendments are minor in nature and would improve the ability of staff to administer the Code. No increase in allowable densities, development intensity, or land use would result from the change.

CEQA compliance

This application is not considered to be a project under CEQA as any changes would be in relation to ministerial projects, which are exempt from the application of CEQA per Section 21080 of the Public Resources Code; ministerial projects are already exempt.

Summary

The proposed amendments will help staff in administering the LUC and will clarify or modify existing outdated Code sections. In addition, the changes provide the framework for the pending right-of-way enhancement program.

Options

1. Approve the changes to Sections 7.10, 18.12, 18.30.150, 18.30.200, 18.47.110, and 18.50 of the Land Use Code based on the attached findings; or
2. Deny the changes to Sections 7.10, 18.12, 18.30.150, 18.30.200, 18.47.110, and 18.50 of the Land Use Code based on findings to be determined by the Planning Commission; or,
3. Continue the item to a specific date.

The Planning Commission held a public hearing on the proposed amendments at their meeting of October 4, 2017. The Commission recommended approval of the amendments to the City Council. Staff is also recommending approval of the requested Code Amendments.

RECOMMENDED FINDINGS FOR APPROVAL

1. That the proposed amendment is consistent with General Plan policy, because the Code sections already exist, the amendments are minor in nature, and would improve the ability of staff to administer the Code. No increase in allowable densities, development intensity, or land use would result from the change.
2. That the proposed amendment has been reviewed to be in compliance with the California Environmental Quality Act (CEQA); the project is not considered a project under CEQA, as any changes would be in relation to ministerial projects, which are exempt from the application of CEQA per Section 21080 of the Public Resources Code.

Proposed Code changes

~~Deleted language~~

Proposed language

7.10.080 - Enclosures required.

- A. All commercial, industrial, institutional, and multifamily residential uses shall be provided masonry trash enclosures which shall comply with the trash enclosure design guidelines adopted from time to time by resolution of the city council. It shall be the duty of the owner(s) of the affected property to provide and install the enclosure required by this Chapter 7.10. The planning commission may waive this requirement pursuant to a finding that the use does not generate a need for exterior trash receptacles. Properties with trash receptacles having cumulative capacity of ninety gallons or less shall not be subject to this requirement if suitable and sufficient containers as determined by the planning director are provided in accordance with Section 7.10.040A of this chapter.
- B. Multifamily residential properties containing no more than three units shall not be subject to the requirements of this section if the planning director determines that all of the following conditions exist:
 - 1. The property is not of sufficient size, or the location and arrangement of buildings on the property precludes installation of a trash enclosure;
 - 2. All trash receptacles can be screened so that they cannot be viewed from adjacent properties or city streets;
 - 3. Dumpsters are not in use; receptacles are limited to metal or plastic cans.
- C. Any building or structure or portion of building or structure used for storage of rubbish and waste shall contain an approved floor drain connected to the public sewer system.
- D. Enclosures shall be constructed with a roof.

~~TABLE 4~~

[18.50.010] - Generally.

Mural. "Mural" means a painting, graphic design, or pictorial representation applied directly or attached to an exterior mounting surface or exterior wall that is visible from any point of any public right-of-way, including public street, sidewalk or trail. Any representation which identifies a business or building by logo, product, service, trademark, message, or slogan shall be considered a sign.

Variance. For a definition of "variance" and provisions regarding variances, see Chapter ~~18.10~~ 18.12.120 – Variances.

18.30.150 - Outdoor display or sale of merchandise.

B. Permitted Displays in Commercial, Mixed-Use, and Industrial Zones.

1. In commercial, mixed-use, and industrial zones, service stations, auto dealers, recreational vehicle sales lots, nurseries, licensed flower shops, grocers and neighborhood corner stores limited to the sale of fresh produce and flowers, and building material yards may display merchandise outdoors only on the same site approved for the business.
2. Other businesses in commercial, mixed-use, and industrial zones shall not display or sell merchandise outdoors except pursuant to a determination by the planning division that the display would be customary with that type of business and consistent with or comparable to the types of uses.
3. Other items not covered in this section may be permissible as allowed by an established right-of-way enhancement program.

18.30.200 - Sidewalk cafés.

- B. Permit Requirements.** A sidewalk café shall require the approval of a ~~minor use permit and an encroachment permit by the city council~~ right-of-way permit as specified by an established right-of-way enhancement program.

18.47.040 - Definitions.

~~"Mural" or "m~~Mural-type sign" means a sign painted on the exterior wall of a building consisting of graphics or images, either alone or in combination with letters. ~~Murals or m~~Mural-type signs, ~~including those described as artistic murals,~~ shall be treated as any other sign subject to the signage area requirements.

RESOLUTION NO. 2017-24

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF NATIONAL CITY, CALIFORNIA, APPROVING A MUNICIPAL CODE AMENDMENT AMENDING SECTIONS 7.10 (GARBAGE AND REFUSE COLLECTION), 18.12 (PERMITS AND APPLICATIONS), 18.30.150 (OUTDOOR DISPLAY OR SALE OF MERCHANDISE), 18.30.200 (SIDEWALK CAFÉS), AND 18.47.110 (MURALS).
APPLICANT: CITY-INITIATED.
CASE FILE NO. 2017-22 A

WHEREAS, pursuant to the terms and provisions of the Government Code of the State of California, proceedings were duly initiated for the amendment of the National City Municipal Code, Chapter 18.12.140 (B); and,

WHEREAS, the Planning Commission of the City of National City, California, considered said proposed amendment at a duly advertised public hearing held on October 2, 2017, at which time the Planning Commission considered evidence; and,

WHEREAS, at said public hearing the Planning Commission considered the staff report provided for Case File No. 2017-22 A, which is maintained by the City and incorporated herein by reference; along with any other evidence presented at said hearing; and,

WHEREAS, this action is taken pursuant to all applicable procedures required by State law and City law; and,

WHEREAS, this action is taken in an effort to be compliant with applicable State and Federal law; and,

WHEREAS, the action hereby taken is found to be essential for the preservation of the public health, safety and general welfare.

NOW, THEREFORE, BE IT RESOLVED by the City Planning Commission of the City of National City, California, that the evidence presented to the Planning Commission at the public hearing held on October 2, 2017, support the following findings:

1. That the proposed amendment is consistent with General Plan policy, because the Code sections already exist, the amendments are minor in nature, and would improve the ability of staff to administer the Code. No increase in allowable densities, development intensity, or land use would result from the change.
2. That the proposed amendment has been reviewed to be in compliance with the California Environmental Quality Act (CEQA); the project is not considered a project under CEQA, as any changes would be in relation to ministerial projects, which are

exempt from the application of CEQA per Section 21080 of the Public Resources Code.

BE IT FURTHER RESOLVED that copies of this Resolution be transmitted forthwith to the applicant and to the City Council.

CERTIFICATION:

This certifies that the Resolution was adopted by the Planning Commission at their meeting of October 2, 2017, by the following vote:

AYES: Quintero, Baca, Yamane, Flores, Dela Paz

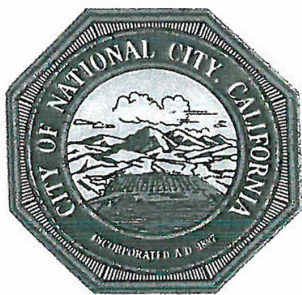
NAYS: None.

ABSENT: Garcia, Sendt

ABSTAIN: None.



CHAIRPERSON



CITY OF NATIONAL CITY
Office of the City Clerk

1243 National City Blvd., National City, California 91950
619-336-4228 phone / 619-336-4229 fax

Michael R. Dalla, CMC - City Clerk

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of National City will hold a Public Hearing after the hour of 6:00 p.m., **Tuesday, October 17, 2017**, in the City Council Chambers, Civic Center, 1243 National City Blvd., National City, CA., to consider:

AN ORDINANCE AMENDING TITLE 18 (ZONING) SECTIONS 7.10 (GARBAGE AND REFUSE COLLECTION), 18.12 (PERMITS AND APPLICATIONS), 18.30.150 (OUTDOOR DISPLAY OR SALE OF MERCHANDISE), 18.30.200 (SIDEWALK CAFÉS), 18.47.110 (MURALS), AND 18.50 (GLOSSARY) OF THE NATIONAL CITY MUNICIPAL CODE

This amendment covers several sections of the Land Use Code. Changes would require covers for trash enclosures, correct a misstated reference in the Glossary, allow for certain uses in the right-of-way subject to a permit, and provides differentiation between public art murals and mural-type signs.

The Planning Commission conducted a public hearing at their meeting of October 2, 2017 and voted 5-0 (with 2 absent) to recommend adoption of the Code Amendment.

Anyone interested in this matter may appear at the above time and place and be heard.

If you challenge the nature of the proposed action in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the undersigned, or to the City Council of the City of National City at, or prior to, the Public Hearing.

October 4, 2017

Michael R. Dalla, CMC
City Clerk

The following page(s) contain the backup material for Agenda Item: Public Hearing and Resolution of the City Council of the City of National City for a Conditional Use Permit modification for distilled spirits at an existing beer and wine-licensed restaurant (Tita's II) located at 3421 East Plaza Blvd. (Applicant: Roger

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.

ITEM TITLE:

Public Hearing and Resolution of the City Council of the City of National City for a Conditional Use Permit modification for distilled spirits at an existing beer and wine-licensed restaurant (Tita's II) located at 3421 East Plaza Blvd. (Applicant: Roger Speir) (Case File 2017-09 CUP)

PREPARED BY: Martin Reeder, AICP

MR

DEPARTMENT: Planning

PHONE: 336-4313

APPROVED BY: 

EXPLANATION:

The business owner has applied for a Conditional Use Permit (CUP) modification to sell distilled spirits at an existing restaurant (Tita's II) that was previously approved to sell beer and wine (CUP 2010-29). The business would continue to operate, as previously approved, from 10:00 a.m. until 1:00 a.m. daily, with alcohol sales ceasing at midnight.

Planning Commission conducted a public hearing on June 5, 2017 and ultimately recommended approval of the Conditional Use Permit based on required findings and subject to Conditions of Approval.

City Council considered a Notice of Decision at their meeting of September 19, 2017 and set the item the item for hearing in order to discuss the matter further.

The attached Planning Commission staff report describes the proposal in detail.

FINANCIAL STATEMENT:

ACCOUNT NO.

APPROVED: _____ Finance

APPROVED: _____ MIS

ENVIRONMENTAL REVIEW:

Not a project per CEQA

ORDINANCE: ☐ **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Staff recommends approval of the Conditional Use Permit modification.

BOARD / COMMISSION RECOMMENDATION:

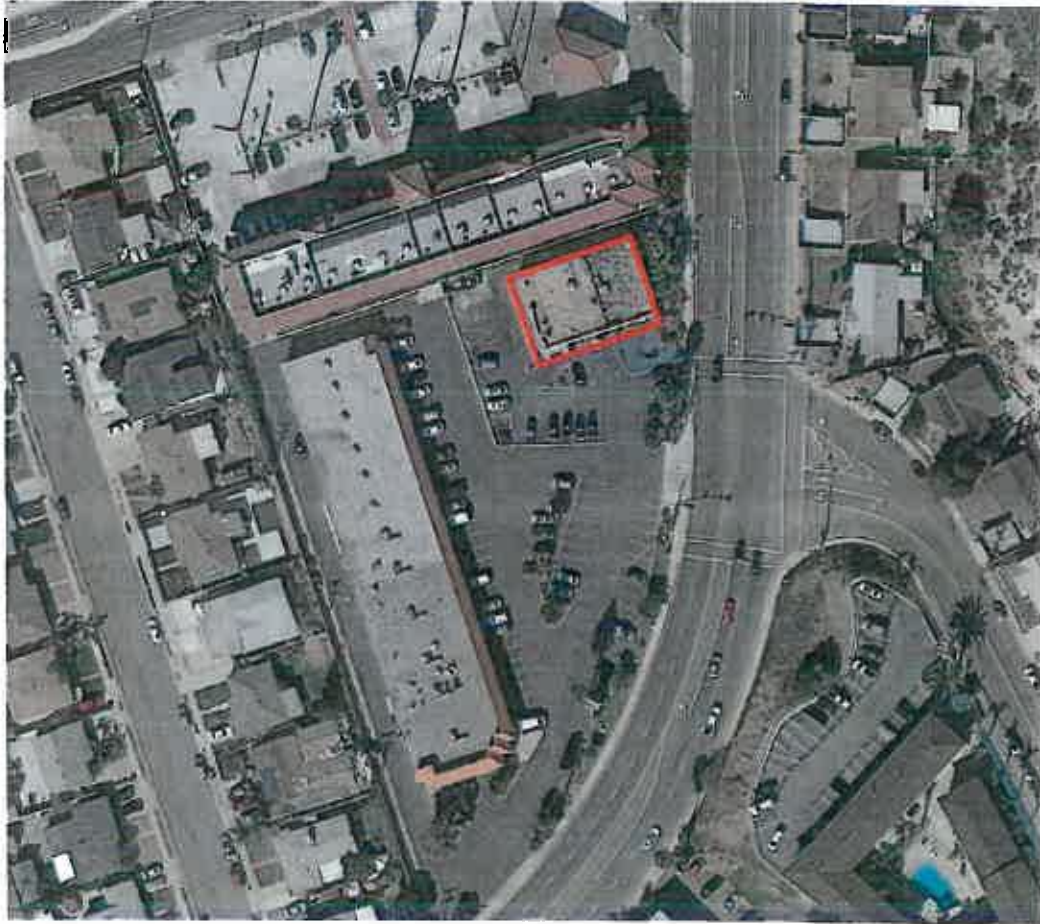
The Planning Commission approved the Conditional Use Permit.

Ayes: Flores, Garcia, Sendt, Quintero, Yamane Abstain: DelaPaz Absent: Baca

ATTACHMENTS:

- | | |
|--------------------------------------|--|
| 1. Overhead | 6. Alcoholic Beverage/Food Sales Statement |
| 2. Background Report | 7. Public correspondence |
| 3. Recommended Findings & Conditions | 8. Planning Commission Resos 2011-39 & 2017-21 (a) |
| 4. Reduced Plans | 9. Public Hearing Notice |
| 5. PD Risk Assessment | 10. City Council Resolutions |

2017-09 CUP – 3421 East Plaza Blvd. – Overhead



Attachment 1

BACKGROUND REPORT

Staff Recommendation

Staff recommended approval of the Conditional Use Permit (CUP) to the Planning Commission and continues to recommend approval to the City Council.

Executive Summary

The business owner has applied for a CUP modification to sell distilled spirits at an existing restaurant (Tita's II) that was previously approved to sell beer and wine (CUP 2010-29). The existing restaurant was also approved for karaoke and live entertainment. The business would continue to operate from 10:00 a.m. until 1:00 a.m. daily, with alcohol sales ceasing at midnight. A Type 47 (On-Sale Distilled Spirits) license is concurrently being processed with the California Department of Alcoholic Beverage Control (ABC).

History

The restaurant has been in operation for about seven years and has operated another business, Tita's Kitchenette, at 2720 Plaza Blvd. for almost 20 years. In 2011, Tita's II Restaurant received an alcohol license for on-sale beer and wine from ABC, which was approved by the City through a Conditional Use Permit (CUP-2010-29). The original CUP also permitted karaoke and live entertainment.

Public comment from City Council meeting of September 18, 2017

Five community members spoke in opposition to the CUP modification request, including representatives of the Institute of Public Strategies. Concerns included violations of the existing CUP, morphing, calls for service (Police), ABC license violations, and exposure to children of alcohol. The applicant spoke in support of the proposal. The City Council set the item for hearing asking for additional information on the types of alcohol products currently sold and advertisements for the restaurant.

Site Characteristics

The project location is an existing 4,200 square-foot suite located at 3421 East Plaza Boulevard, in the Minor Mixed-Use District (MXD-1) zone. The area is adjacent to other commercial uses within the Plaza East Shopping Center. Single-family residential uses are located to the east in the Small Lot Residential (RS-2) zone and Multi-unit residential uses are located to the south in the High Density Multi-Unit Residential (RM-2) zone.

Currently, the restaurant's menu notes that all "liquor" sold is wine-based, including Korean liquor (soju), and sake. The sale of soju which contains not more than 24 percent of

Attachment 2

alcohol by volume and is derived from agricultural products is permitted by an ABC Type 41 license (On sale beer and wine – eating place). Triple sec is also included in this line of products.

Existing approval

As mentioned above, Tita's II was approved to sell beer and wine and conduct live entertainment in 2011. The resolution approving the CUP is attached (Planning Commission Resolution 2011-39. Speakers at the September 18, 2017 meeting alleged violations of conditions 26 (Licensee Education on Alcohol and Drugs or L.E.A.D.) and 30 (No sale of alcohol without purchase of food).

Proof of L.E.A.D. training (condition 26) is usually required at time of business license submittal. Tita's II was in business before the original CUP approval, so this requirement was not checked. It is unknown if all servers of alcohol at Tita's II are certified. However, the training is administered by ABC, who would be in charge of monitoring.

Sale of alcohol with the purchase of food is a standard requirement in City Council Policy 707 and is included as a condition of approval with all alcohol CUPs. Staffing levels make it difficult to monitor this requirement specifically, although it is also a condition of the ABC license. However, the Planning Department does require the submission of an Alcoholic Beverage/Food Sales Statement annually. The statement provides the percentage of alcohol sales based on total sales. The 2016 statement provided by Tita's II shows that total alcohol sales were 10% of overall food and beverage sales. The statement is attached.

ABC licensing

Tita's II has a Type 41 ABC license (On sale beer & wine – eating place) and is in the application process for a type 47 ABC license (On sale general – eating place), which would allow distilled spirits if approved. Community members at the September 18, 2017 Council meeting alleged that Tita's II was morphing into a Type 51 establishment, which would be a Club.

Per ABC, a Type 51 license authorizes the sale of beer, wine and distilled spirits, to members and guests only, for consumption on the premises where sold. No off-sale privileges. Food service is not required. Minors are allowed on the premises. Given that Tita's II is a public restaurant, it would not be eligible for a Type 51 license. Furthermore, the approved CUP does not allow for sale of alcohol without food.

Advertisement

A copy of an advertisement was provided both at Planning Commission and City Council. Concerns were expressed due to the inclusion of the term "dancing", that a cover charge was in effect on some nights, and that an age limitation was in place. The Land Use Code allows dancing, as well as bands, audience participation, karaoke, or other live entertainment subject to a CUP. While dancing is not explicitly mentioned in the approved CUP, it is not prohibited. Dancing was discussed at the 2011 Planning Commission meeting and was specifically not prohibited, despite concerns raised by community members speaking in opposition to the CUP at that time.

The age restriction and cover charge is specifically related to the live bands that perform on Friday and Saturday nights. The cover charge and age limitation (no children under 14) take effect after 9:00 p.m. on these nights only. There is no prohibition in the Municipal Code that prohibits a cover charge at a restaurant. Unless food is no longer available for purchase after 9:00 p.m., there is no restriction on limiting patrons by age or in charging a cover charge.

One potential issue is that advertisement outside of the restaurant of specific bands or events is prohibited (condition no. 35 of Resolution 2011-39). A perfunctory check on Facebook showed a band schedule, which would technically be in violation of this condition. However, the last occurrence of this type of advertisement was April 4, 2017; therefore, there is no current violation.

Calls For Service

The Police Department provided information on Calls For Service, crime cases, and arrests. Most cases or arrests did not happen directly at the business, but within a 100ft radius. Calls For Service are for the exact address. There were six crime cases, none of which occurred at the business. There were twelve arrests, three of which were at the business – two disorderly conduct (alcohol-related) and one felony parole violation. There were nine calls for service. Most were seemingly unrelated to alcohol. Although one was for a patron refusing to leave. This information is attached for further review.

Proposed Use

The applicant is proposing to sell distilled spirits in addition to beer and wine. The floor plan provided with this application shows 20 separate seating tables, six booths, and provides 80 seats within the building. The restaurant also includes an outdoor seating area, which provides 21 tables and 58 seats. No alcohol is served outdoors. The applicant wishes to modify their existing CUP, which approved beer and wine sales to include distilled spirit sales in the restaurant, which requires modification of the existing CUP. Alcohol would continue to be delivered to the table upon request with the sale of

food. Live entertainment will continue as part of business operations. No change to the existing operating hours or construction is proposed.

Analysis

Section 18.30.050 of the Land Use Code (LUC) allows for on-site alcohol sales with an approved CUP. The proposal to sell distilled spirits triggers the need for a modification to the existing CUP. Additional requirements for alcohol CUPs include expanded notification, a community meeting, and distance requirements.

Mailing – All property owners and occupants within a distance of 660 feet are required to be notified of a public hearing for alcohol-related CUP applications. Notice of this public hearing was sent to 189 people, 74 occupants, and 115 owners.

Community Meeting – Pursuant to Section 18.30.050 (C), a community meeting was held Monday, April 24, 2017 at 6:00 pm at the subject restaurant. The meeting advertisement is attached. There were no community members in attendance. Concerns were raised at the May 5, 2017 Planning Commission meeting that notice of the community meeting was not received by all community members. Although not directed to by the Planning Commission, the applicant held a second community meeting on Monday, June 26, 2017 at 6 p.m. at the subject property. There were six attendees at the meeting including three employees from the Institute for Public Strategies (IPS). The applicant answered questions about the type of alcohol sold, hours of operations, and current practices to decrease sound issues. The community meeting advertisement and sign-in sheet is attached.

Distance Requirements – Chapter 18.030.050 (D) requires a 660-foot distance from sensitive uses such as schools. However, restaurants with greater than 30% of their area devoted to seating (which applies in this case) are exempt from this distance requirement. There is one school within 660 feet, Ira Harbison Elementary School.

Public Comments – One public comment was received expressing concerns of the proposal. The concerns include possible noise issues, late business operating hours, and possible increases to neighborhood disturbances (Attachment 9).

Required findings

The Municipal Code contains required findings for CUPs. There are six required findings:

1. The proposed use is allowable within the applicable zoning district pursuant to a Conditional Use Permit and complies with all other applicable provisions of the Land Use Code.

The use is allowable within the Minor Mixed-Use District zone pursuant to a CUP, and the proposed use meets the required guidelines in the Land Use Code for alcohol sales, as discussed in the staff report.

2. The proposed use is consistent with the General Plan and any applicable specific plan.

Alcohol sales are permitted, subject to a CUP, by the Land Use Code, which is consistent with the General Plan. A restaurant use is consistent with the Minor Mixed-Use land use designation contained in the Land Use and Community Character (LU) element of the General Plan. In addition, the property is not within a Specific Plan area.

3. The design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity.

No expansion of the building is proposed. The proposal involves an existing restaurant in an existing commercial space, which was already analyzed for traffic impacts when it was constructed. In addition, because the sale of alcohol would be accessory to the sale of food, no measurable increase in traffic is expected.

4. The site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints.

The proposed alcohol sales would be accessory to a restaurant use, which is located in an existing commercial area. The addition of alcohol sales is not expected to increase the demand for parking on the property.

5. Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zone in which the property is located.

The proposed use is consistent with the previously approved CUP and will be subject to the original conditions that limit the sale of alcohol and the hours that it will be available; no alcohol will be sold after 12:00 a.m. and will only be available with the sale of food. In addition, all business staff is required to receive Responsible Beverage Service & Sales (RBSS) Training.

6. That the proposed project has been reviewed in compliance with the California Environmental Quality Act (CEQA).

The project is not considered a project under CEQA, as no development is proposed. In addition, the proposed use is similar to other commercial uses in the area, which are permitted by right in the mixed-use zones. Given that there is no calculable increase in traffic and no other impacts are anticipated, staff is of the opinion that the project would not result in any physical changes to the environment.

7. That the proposed use is deemed essential and desirable to the public convenience or necessity.

In this case the alcohol sales will contribute to the viability of a restaurant, an allowed use in the Minor Mixed-Use District (MXD-1) zone.

Department and Agency comments

Alcohol Sales Concentration/Location – Per ABC, there are currently two on-sale licenses authorized for Census Tract (120.02). For reference, the alcohol outlets in the census tract are:

Name	Address	License Type*	CUP
Gapo Resto and Karaoke	933 S Harbison Ave.	41	-
Tita's Kitchenette II	3421 E Plaza Blvd	41	Y

* Type 41 – On-Sale Beer and Wine for Bona Fide Public Eating Place

Both of the alcohol licenses are restaurants, which also includes the existing beer and wine license for the subject property. The existing restaurant will be subject to the most recent Council Policy standards for on-sale alcohol CUPs.

Census tract 120.02 includes the area between Highway 805 and East Plaza Boulevard, and between East 8th Street and East Plaza Boulevard. The attached census tract map shows the location of the subject tract. Per State ABC there are currently two on-sale licenses in this census tract (120.02) where a maximum of four are recommended. No new licenses are being added with this proposal.

Police Department (PD)

PD provided the attached Risk Assessment report on the property. The business received 14 points, which would be considered a medium risk. The Risk Assessment

allocates points based on the type of establishment (restaurant, market, bar, etc.), hours of operation, whether or not live entertainment is proposed, crime rate (generally), alcohol license concentration, calls for service, proximity to residential uses, and a background check of the business owner. There are three ranges that the business may fall into: 12 points or less (Low Risk), 13 to 18 points (Medium Risk), and 19 to 24 points (High Risk).

Conditions of Approval

The Conditions of Approval from the previous CUP (CUP 2010-29), stated in City Council Resolution 2011-39, would still apply to the property unless otherwise specifically modified. Additional conditions have been added specific to on-sale alcohol sales per Council policy 707 (alcohol incidental to food, hours of operation, RBSS training, etc.).

Planning Commission hearings

Planning Commission conducted a public hearing on June 5, 2017. Commissioners asked questions regarding business operations and the crime rate. Concerns were raised by community members over alleged morphing of the restaurant into a nightclub and the selling of soju "liquor" (see discussion above). The meeting was continued to July 17, 2017. At the subsequent hearing, information on the crime rate and on types of liquor was provided to the Commission. PD indicated that the restaurant was located within Beat 21 which includes the northeast quadrant of the City and is considered a high crime rate area.

The Commission asked staff to return with a resolution denying the CUP; however, no action was taken and staff was asked to return with resolutions for both approval and denial. At the August 21, 2017 meeting, the Commission voted to approve the Conditional Use Permit based on required findings and subject to Conditions of Approval.

Summary

The proposed use is consistent with the General Plan because distilled spirit sales for on-site consumption are a conditionally-allowed use in the Minor Mixed-Use District Zone. A CUP was approved for beer and wine sales at the property (CUP 2010-29), and the modifications comply with the objectives, standards, guidelines, and conditions of the original CUP. The proposed use to sell distilled spirits would be accessory to the existing restaurant use in a commercial area, which is not expected to increase the demand for parking or other services on the property. The addition of alcohol sales is not expected to have any significant effects on the area.

OPTIONS

1. Approve 2017-09 CUP subject to the attached conditions, and based on attached findings; or
2. Deny 2017-09 CUP based on attached findings/findings to be determined by the City Council; or,
3. Continue the item for additional information

RECOMMENDED FINDINGS OF APPROVAL

2017-09 CUP – 3421 East Plaza Blvd.

1. That the proposed use is allowable within the applicable zoning district pursuant to a Conditional Use Permit and complies with all other applicable provisions of the Land Use Code, because alcohol sales for on-site consumption are a conditionally-allowed use in the Minor Mixed Use District.
2. That the proposed use is consistent with the General Plan and any applicable specific plans, because alcohol sales are permitted, subject to a Conditional Use Permit, by the Land Use Code, which is consistent with the General Plan. In addition, a restaurant use is consistent with the Minor Mixed-Use land use designation contained in the Land Use and Community Character (LU) element of the General Plan. Furthermore, the property is not within a Specific Plan area.
3. That the design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity, because no expansion is proposed, and the use would be accessory to the existing restaurant in the commercial area.
4. That the site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints, since the restaurant is existing and the proposed alcohol sales would be accessory to the restaurant use, which is not expected to increase the demand for parking on the property.
5. That granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zone in which the property is located, because the proposed modification to sell distilled spirits at the existing wine-licensed restaurant is consistent with the previous approved use and is similar in nature to surrounding area uses. The modification will be subject to the original conditions that limit the sale of alcohol and the hours that it will be available; no alcohol will be sold after 12 a.m. and will only be available with the sale of food. In addition, all business staff is required to receive Responsible Beverage Service & Sales (RBSS) Training.
6. That the proposed project has been reviewed in compliance with the California Environmental Quality Act, because it has been determined that the proposed

Attachment 3

use is not a project per the Act. There is no calculable increase in traffic and no other impacts are anticipated; therefore, the project would not result in any physical changes to the environment.

7. That the proposed use is deemed essential and desirable to the public convenience or necessity, because alcohol sales will contribute to the viability of a restaurant, an allowed use in the Minor Mixed-Use District (MXD-1) zone.
8. That based on findings 1 through 7 above, public convenience and necessity will be served by a proposed use of the property for the retail sales of alcoholic beverages pursuant to law.

RECOMMENDED FINDINGS OF APPROVAL
2017-09 CUP – 3421 East Plaza Blvd.

1. Granting the permit would constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zone in which the property is located, because the beat in which the subject property is located has a high crime rate.
2. That based on finding number one above, public convenience and necessity will not be served by a proposed use of the property for the retail sales of distilled spirits pursuant to law.

RECOMMENDED CONDITIONS OF APPROVAL

2017-09 CUP – 3421 East Plaza Boulevard

General

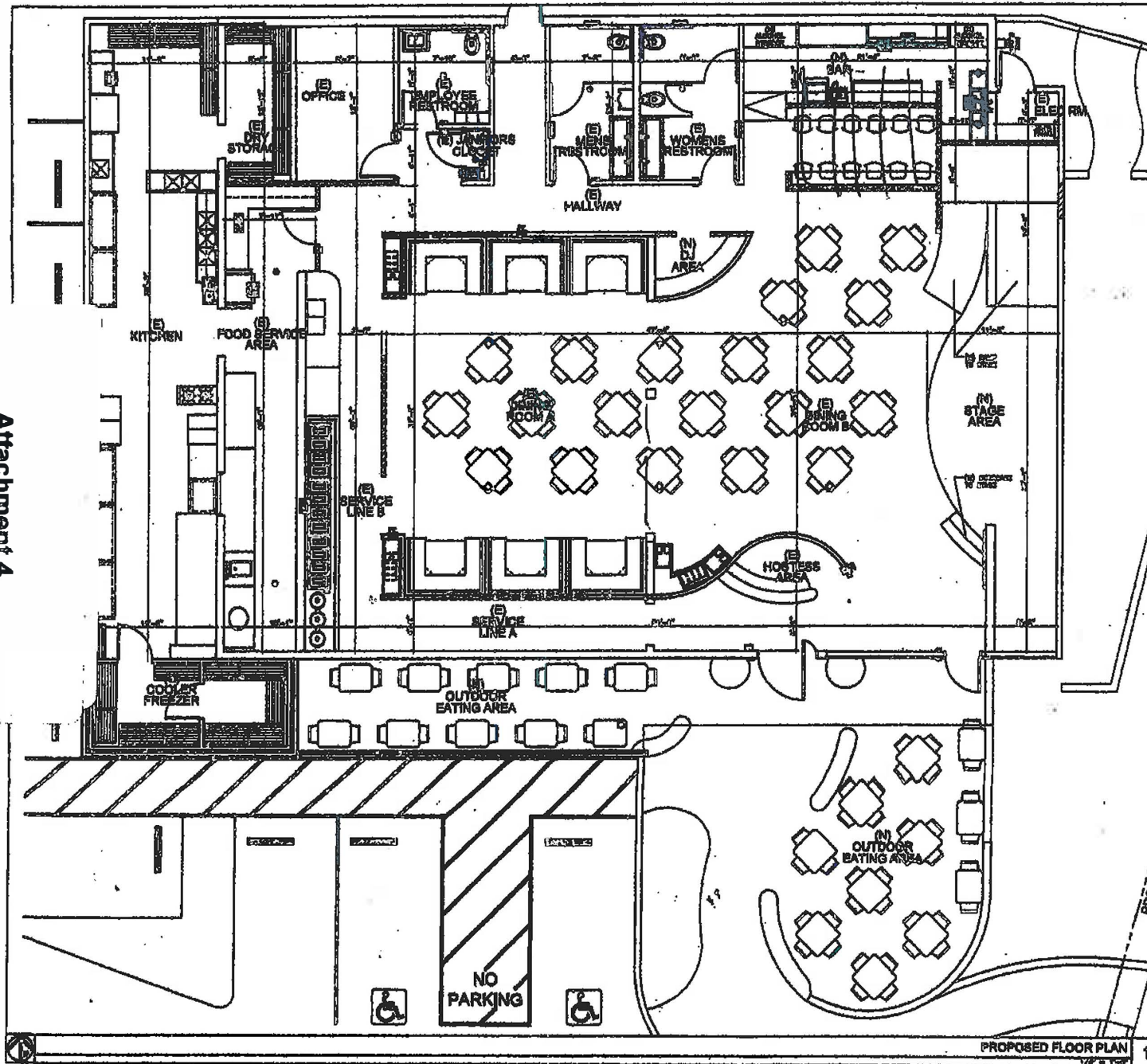
1. This Conditional Use Permit modification authorizes the sale of distilled spirits at an existing restaurant with beer and wine sales, located at 3421 East Plaza Boulevard. Unless specifically modified by this resolution, all previous Conditions of Approval as stated in City Council Resolution 2011-39 are still in effect. Plans submitted for permits associated with this project shall conform to Exhibit A, case file no. 2017-09 CUP, dated 3/30/2017.
2. Before this *Conditional Use Permit* shall become effective, the applicant and the property owner both shall sign and have notarized an Acceptance Form, provided by the Planning Department, acknowledging and accepting all conditions imposed upon the approval of this permit. Failure to return the signed and notarized Acceptance Form within 30 days of its receipt shall automatically terminate the *Conditional Use Permit*. The applicant shall also submit evidence to the satisfaction of the Planning Department that a Notice of Restriction on Real Property is recorded with the County Recorder. The applicant shall pay necessary recording fees to the County. The Notice of Restriction shall provide information that conditions imposed by approval of the *Conditional Use Permit* are binding on all present or future interest holders or estate holders of the property. The Notice of Restriction shall be approved as to form by the City Attorney and signed by the Deputy City Manager prior to recordation.
3. *Within four (4) days of approval*, pursuant to Fish and Game Code 711.4 and the California Code of Regulations, Title 14, Section 753.5, the applicant shall pay all necessary environmental filing fees for the San Diego County Clerk. Checks shall be made payable to the *County Clerk* and submitted to the National City Planning Department.
4. This permit shall become null and void if not exercised within one year after adoption of the Resolution of approval unless extended according to procedures specified in the Municipal Code.
5. This permit shall expire if the use authorized by this resolution is discontinued for a period of 12 months or longer. This permit may also be revoked, pursuant to provisions of the Land Use Code, if discontinued for any lesser period of time.
6. This *Conditional Use Permit* may be revoked if the operator is found to be in violation of Conditions of Approval.

Planning

7. All sellers and servers of alcohol shall receive Responsible Beverage Service and Sales (RBSS) training, including all owners, and managers. The RBSS training must be certified by the Department of Alcoholic Beverage Control (ABC). Proof of completion of an approved RBSS program must be provided prior to issuance of a

city business license. As part of the RBSS training, the permittee shall make available a domestic violence training session as provided by the Institute of Public Strategies.

8. The sale of alcohol shall not exceed the sale of food. With the annual renewal of the City business license, the business proprietor shall submit a statement clearly indicating total alcoholic beverage sales and total food sales. Said statement shall be subject to audit and verification by employees of the City, who are authorized to examine, audit and inspect such books and records of the license, as may be necessary in their judgement to verify that the sale of alcohol does not exceed the sale of food. All information obtained by an investigation of records shall remain confidential.
9. Alcohol shall be available only in conjunction with the purchase of food.
10. The sale of alcoholic beverages shall be permitted only between the hours of 10:00 a.m. to 12:00 a.m. daily.



LEGEND - CONSTRUCTION

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TITA'S II RESTAURANT
CONDITIONAL USE PERM
3421 EAST PLAZA BLVD
NATIONAL CITY, CA 91950

● 2009年1月6日

Project Date
Project Architect
CAMILLE

Project Number:
10.04-TTA

Date 09.28.90

Revisions
in Data Item

12.25.70 CIP INVENTORY

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PROPOSE

FLOOR

PLAY

Sheet Number

A2.1



NATIONAL CITY POLICE DEPARTMENT
ALCOHOL BEVERAGE CONTROL
RISK ASSESSMENT

DATE: 06/05/2017

BUSINESS NAME: Tita's II Restaurant

ADDRESS: 3421 E. Plaza Blvd, National City, CA 91950

OWNER NAME: Speir, Estrellita, Rosales DOB: 09/24/1950

OWNER ADDRESS: 6625 Parkside Avenue, San Diego, CA 92139

(add additional owners on page 2)

I. Type of Business

- ☒ Restaurant (1 pt)
- Market (2 pts)
- Bar/Night Club (3 pts)
- Tasting Room (1pt)

II. Hours of Operation

- Daytime hours (1 pt)
- Close by 11pm (2 pts)
- ☒ Close after 11pm (3 pts)

III. Entertainment

- Music (1 pt)
- Live Music (2 pts)
- ☒ Dancing/Live Music (3 pts)
- No Entertainment (0 pts)

IV. Crime Rate

- Low (1 pt)
- Medium (2 pts)
- ☒ High (3 pts)

V. Alcohol Businesses per Census Tract

- ☒ Below (1 pt)
- Average (2 pts)
- Above (3 pts)

Notes:

Per owner (Roger) business is open on Mon
/Tue from 10 am - 3 pm. On Wed/Thur
open from 10 am - 3 pm then reopens at 5 pm
until midnight. Fri / Sat & Sun opens at
10 am and closes at 1 am (Sun until-
midnight). Has Karaoke / Live Music / Danicing
Wed thru Sun after 6 pm only.

ABC Allows 4 On Sale and 2 Off Sale
Licenses for Census Tract 0120.02.
Currently there are 2 On Sale and 2
Off Sale.

VI. Calls for Service at Location (for previous 6 months)

- ✓ Below (1 pt)
- Average (2 pts)
- Above (3 pts)

VII. Proximity Assessment (1/4 mile radius of location)

- Mostly commercial businesses (1 pt)
- ✓ Some businesses, some residential (2 pts)
- Mostly residential (3 pts)

Low Risk (12pts or less)
Medium Risk (13 – 18pts)
High Risk (19 – 24pts)

Total Points 14

VIII. Owner(s) records check

- ✓ No criminal incidents (0 pts)
- Minor criminal incidents (2 pts)
- Multiple/Major criminal incidents (3 pts)

OWNER NAME: Speir, Roger, Loren DOB: 02/13/1941

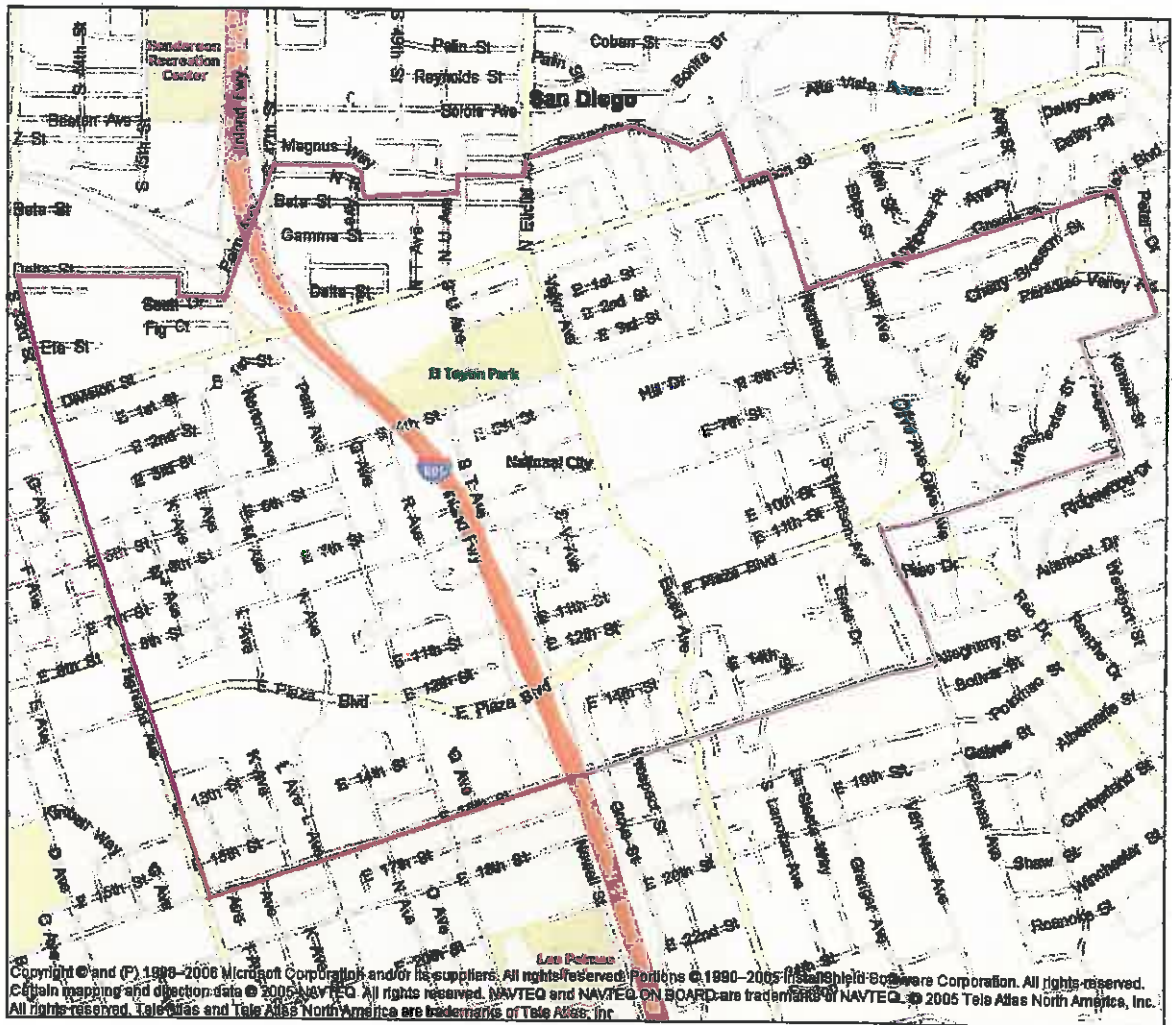
OWNER ADDRESS: 6625 Parkside Ave, San Diego, CA 92139

OWNER NAME: _____ DOB: _____

OWNER ADDRESS: _____

Recommendation:

Completed by: Sergeant Shephard Badge ID: 402



City of National City Beat 21

Source: Microsoft Mappoint
NCPD CAU, 4/18/07

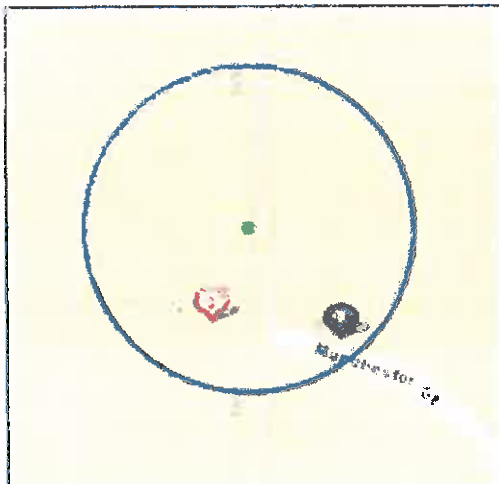
Martin Reeder

From: Daryn Beauchesne
Sent: Tuesday, September 26, 2017 9:56 AM
To: Martin Reeder; Graham Young; Steve Shephard; Jose Tellez
Cc: David Espiritu
Subject: RE: Tita's II CUP

Follow Up Flag: Follow up
Flag Status: Flagged

Below is the information requested for TITA'S Restaurant at 3421 E Plaza Blvd from 01Sept2016-26Sept2017. (Note: Most cases/arrests did not happen directly at the business but within a 100ft radius. Calls For Service are for the EXACT address, no radius.)

CRIME CASES = 6

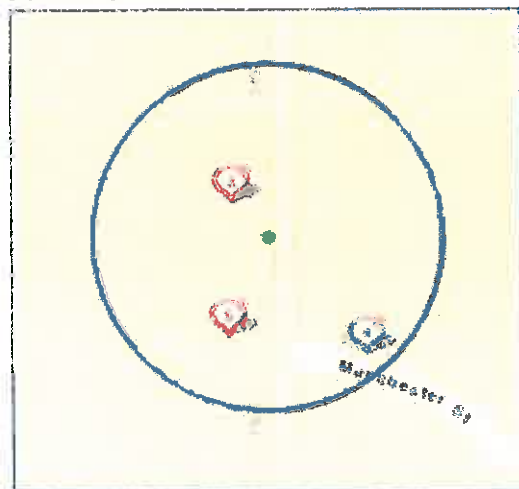


BURGLARY - COMMERCIAL	1	of	1
OTHER	3	of	3
ROBBERY - COMMERCIAL	1	of	1
SIMPLE ASSAULT	1	of	1

*None of these cases

occurred at the business.

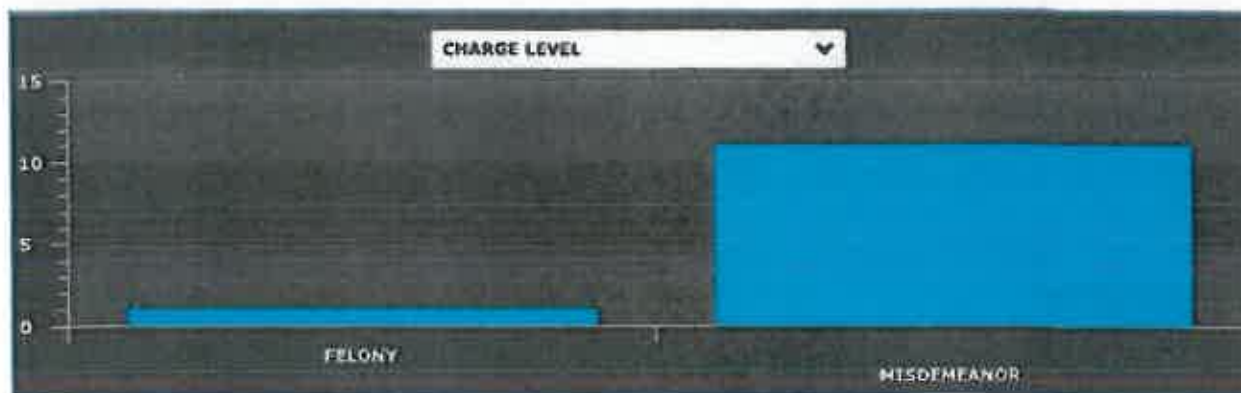
ARRESTS = 12



CRIME TYPE	
4	DRUNK IN PUBLIC
5	NARCOTICS - OTHER
3	OTHER

*Three (3) of the arrests occurred at the

business: 2 Disorderly conduct/alcohol and 1 felony parole violation.



CALLS FOR SERVICE = 9

Priority	Problem	Agency	Address	Response Date
03	415 REFUSING TO LEAVE	National City Police	3421 E Plaza Bl	9/14/2016 12:37:02 PM
05	11-50 FIELD INTERVIEW	National City Police	3421 E PLAZA BL	9/16/2016 1:56:13 AM
03	UNKNOWN PROBLEM	National City Police	3421 E Plaza Bl	9/16/2016 9:29:55 PM
01	11-83 ACCIDENT NO DETAIL	National City Police	3421 E PLAZA BL	10/10/2016 7:24:34 PM
02	459A AUDIBLE BURG ALARM	National City Police	3421 E Plaza Bl	12/5/2016 12:16:30 AM
05	IMPOUND PRIVATE	National City Police	3421 E Plaza Bl	12/24/2016 5:49:07 AM
05	IMPOUND PRIVATE	National City Police	3421 E Plaza Bl	12/24/2016 5:54:29 AM
02	11-81 ACCIDENT MINOR INJURY	National City Police	3421 E Plaza Bl	2/5/2017 8:47:41 PM
03	415 SUBJECT	National City Police	3421 E Plaza Bl	8/5/2017 10:31:30 PM

Please let me know if you need anything further from CAU. Thanks!

Daryn Beauchesne

CRIME & INTELLIGENCE ANALYST

NATIONAL CITY POLICE DEPARTMENT

DBeauchesne@nationalcityca.gov

From: Martin Reeder

Sent: Monday, September 25, 2017 12:23 PM

To: Daryn Beauchesne <Dbeauchesne@nationalcityca.gov>; Graham Young <GYoung@nationalcityca.gov>; Steve Shephard <sshephard@nationalcityca.gov>; Jose Tellez <JTellez@nationalcityca.gov>

Cc: David Espiritu <DEspiritu@nationalcityca.gov>

Subject: RE: Tita's II CUP

That will be perfect.

Thanks Daryn!

Martin

From: Daryn Beauchesne

Sent: Monday, September 25, 2017 12:20 PM

To: Martin Reeder <mreeder@nationalcityca.gov>; Graham Young <GYoung@nationalcityca.gov>; Steve Shephard

<SShephard@nationalcityca.gov>; Jose Tellez <JTellez@nationalcityca.gov>
Cc: David Espiritu <DEspiritu@nationalcityca.gov>
Subject: RE: Tita's II CUP

I provided calls to that exact address, crimes within 100ft. We can't do radius for calls, unfortunately. Is that what you want?

Daryn Beauchesne

CRIME & INTELLIGENCE ANALYST
NATIONAL CITY POLICE DEPARTMENT
DBeauchesne@nationalcityca.gov

From: Martin Reeder
Sent: Monday, September 25, 2017 12:15 PM
To: Graham Young <GYoung@nationalcityca.gov>; Steve Shephard <SShephard@nationalcityca.gov>; Jose Tellez <JTellez@nationalcityca.gov>
Cc: David Espiritu <DEspiritu@nationalcityca.gov>; Daryn Beauchesne <Dbeauchesne@nationalcityca.gov>
Subject: RE: Tita's II CUP

Hello again,

I have the updated risk assessment that Sgt. Shephard provided (14 points overall). However, if I could please get updated crime stats for 3421 East Plaza Blvd., that would be swell. Last time Daryn provided all calls within 100 feet of the address. Timeframe should probably be the last 12 months.

Thanks,

Martin

From: Martin Reeder
Sent: Monday, September 25, 2017 8:19 AM
To: Graham Young <GYoung@nationalcityca.gov>; Steve Shephard <SShephard@nationalcityca.gov>; Jose Tellez <JTellez@nationalcityca.gov>
Cc: David Espiritu <DEspiritu@nationalcityca.gov>; Daryn Beauchesne <Dbeauchesne@nationalcityca.gov>
Subject: RE: Tita's II CUP

Thanks guys,

I will say that I got crime stats for the property in between the two planning commission meetings. I think Steve also updated the risk assessment with the crime stats (we had originally said we didn't need them). I will double-check the file this morning and let you know exactly what I need.

Best,

Martin

From: Graham Young
Sent: Monday, September 25, 2017 6:40 AM
To: Steve Shephard <SShephard@nationalcityca.gov>; Jose Tellez <JTellez@nationalcityca.gov>
Cc: David Espiritu <DEspiritu@nationalcityca.gov>; Martin Reeder <mreeder@nationalcityca.gov>; Daryn Beauchesne

[<Dbeauchesne@nationalcityca.gov>](mailto:Dbeauchesne@nationalcityca.gov)

Subject: RE: Tita's II CUP

Hi Steve,

Please do me a favor and reach out to Martin instead of waiting for him to reach out to you so we can get the stats from Daryn early.

Thanks,

Graham

From: Steve Shephard

Sent: Thursday, September 21, 2017 5:57 PM

To: Jose Tellez <JTellez@nationalcityca.gov>

Cc: David Espiritu <DEspiritu@nationalcityca.gov>; Graham Young <GYoung@nationalcityca.gov>; Martin Reeder <mreeder@nationalcityca.gov>

Subject: RE: Tita's II CUP

Hi Jose,

Thank you. I will wait to hear from Martin for further instructions.

Steve

From: Jose Tellez

Sent: Wednesday, September 20, 2017 7:00 AM

To: Steve Shephard <SShephard@nationalcityca.gov>

Cc: David Espiritu <DEspiritu@nationalcityca.gov>; Graham Young <GYoung@nationalcityca.gov>; Martin Reeder <mreeder@nationalcityca.gov>

Subject: Tita's II CUP

Hi Steve

The CUP for Tita's II was held over for a Public Hearing. The Council requested updated crime stats for the business / area. Martin will be reaching out to you with more details.

Thank you, Jose

Jose Tellez, Asst. Chief

National City Police Dept.

619-336-4513

jtellez@nationalcityca.gov

→ PLANNING

ALCOHOLIC BEVERAGE/FOOD SALES STATEMENT

Business Name: TITA'S II RESTAURANT
Address: 3421 E. Plaza Blvd
Proprietor/owner: Roger L. Speik
(Please Print)
Phone No. 609-384-0995
Business License Number 85992

Total Food Sales for 2016	<u>\$ 903,478</u>
Total alcoholic beverages sale for 2016	<u>\$ 87,690</u>
% sales of alcoholic beverages	<u>10%</u>

I certify under penalty of perjury that the information above is true and accurate to the best of my knowledge.

Signature R. L. Speik
Print Name Roger L. Speik
Title OWNER
Date 2-27-2017

Jessica Madamba

From: Planning
Sent: Tuesday, May 30, 2017 11:28 AM
To: Jessica Madamba
Subject: FW: NOTICE OF PUBLIC HEARING

FYI. You can include this as an attachment in your report and also in the analysis.

From: Bernice [mailto:bernice10@cox.net]
Sent: Tuesday, May 30, 2017 11:16 AM
To: Planning
Subject: NOTICE OF PUBLIC HEARING

National City Planning Commission
Brad Faulston, Deputy City Manager

Gentlemen:

Regarding the City Council meeting on June 5, 2017, I am presently unable to attend but I would like to send my request to the Council. I would like to vote AGAINST granting the request of Roger Speir obtaining a permit to

sell distilled spirits

This neighborhood already has too many businesses selling alcohol. Also, being able to stay open until 1 a.m. is just adding more drunkenness and noise to disturb the residents of the neighborhood. This block has its share of bars and loud music until late in the night. Two people were arrested on this block over the holiday. One was a screaming drunk woman and the other was a man who I saw going up and down our block looking into cars, etc. The live entertainment is a concern and is already a nuisance.

Your attention to this matter is greatly appreciated.

Sincerely,

**Bernice Chunn
921 Olive Avenue
National City CA 91950
Owner of this home
since 1956**

Jessica Madamba

From: Olga M. Florez <gallito@sbcglobal.net>
Sent: Saturday, June 03, 2017 6:03 PM
To: Planning
Subject: Modification to add Distilled Spirits .Titans II

Dear Mr. Brad Raulston,

Please accept our concerns in regards to the modification that is being requested by Tita's owner. We are concern that this business is so close in proximity to Residential homes. We own a house that shares a wall with this business park.

We have had a lot of nuisances already coming from the dance studios and drunk drivers driving late at night with loud music in the alley in between our homes and this business park were Tita's II is located.

I will be present at the public hearing and hope that the City Management will consider the needs and tranquility of the residents .

Respectfully

Olga M. Florez

619-993--8804

Luz Angela Gonzalez

Home owners

905 Olive Avenue

National City, Ca. 91950

Sent from Yahoo Mail on Android

Tita's II Restaurant

3421 Plaza Boulevard
National City, CA 91950

Public Concerns

Morphing

Tita's II Restaurant morphs into a night club on weekends from 9:00pm to 1:00am and is essentially violating its conditional use permit. Moreover, Tita's II does not have a type 51 license to run a night club, yet according to their own admission and promotions materials, it is clearly operating as one. In their flyers, they advertise that dancing takes place after 9:00pm. While the restaurant was permitted by the City to have karaoke and live entertainment, it was not authorized to allow dancing anywhere on its premises.

In a memorandum by the National City Police in 2010, the department cited serious public safety concerns in granting Tita's II a type 47 license, mainly due to morphing issues and how they would drain police resources.

Additionally, research shows that morphing increases risky alcohol sales in on-premise outlets. In a recent study led by the Pacific Institute for Research and Evaluation (PIRE), researchers uncovered disturbing findings in communities where morphing was permitted.

In a two-year study, researchers conducted ethnographic observations of 97 alcohol outlets across six cities in California. These were their findings:

- 50 individual police reports related to on-site fights, assaults, stabbings, gun shots, and robberies
- Homicides
- Increased number of persons driving under the influence, especially on weekends

Promoting Night Club Atmosphere to Underage Youth

In their promotional materials, Tita's II blatantly markets their night club atmosphere to minors under the age of 21. They state that their cover charge for minors 14 years old and up is only five dollars after 9:00pm. This raises serious concerns that they might be selling alcohol to underage youth and exposing them to the dangers of night life. If Tita's II wants to operate a legal night club, they should apply for a type 51 license, which will prohibit minors under the age of 21 from entering the premises. However, it seems as though Tita's II wants to have it both ways: allow minors into their establishment without applying for the type 51 license that would bar minors under the age of 21.

In violation of the RBSS Ordinance

According to National City law, every business that sells or serves alcohol, is mandated to attend a Responsible Beverage Sales and Service (RBSS) training. This training requires owners, managers and employees that sell or serve alcohol to attend this training. It is designed to prevent alcohol outlets from selling to minors and overserving intoxicated patrons. Tita's II has not attended these mandatory-by-law trainings since March 21, 2012.

Proximity to Local School

Tita's II is only 660 feet away from Harbison Elementary School, just 160 feet away from the ABC's 500 feet requirement. The concern here is that while Tita's II claims to only sell alcohol two hours after school is over, children have extra-curricular activities that fall into the late afternoon—which means that they will still be exposed to the sale of alcohol as they walk home from school.

Decrease in Quality of Life

Tita's II has already become a source for public complaints. If allowed to obtain a type 47 license, the dynamics of the community will only get worse as Tita's II will feel emboldened to completely morph into a night club. It has been well documented that morphing increases crime and nuisance activity such as noise, litter, loitering, public urination, intoxication and DUIs.

This means that the quality of life in National City will go down, bringing with it a decrease in property value, which means less revenue for the city. It also means that the city's costs may increase due to issues such as increased emergency room visits, vehicle accidents, alcohol poisonings, as well paramedic and police calls for service.

High Crime Area

Tita's II is located within Beat 21, which includes the northeast quadrant of the City. According to the most recent Risk Assessment conducted by the National City Police Department, **Beat 21 is a high crime rate area**. Does the City of National City really want a night club in an already-high crime rate area?

Conclusion

If the City of National City allows Tita's II to obtain a type 47 license, the restaurant will without a doubt morph into a night club, further acting with impunity. This will significantly increase the risk of crime and nuisance activity for other businesses, residents and families in that area. The question that every city planning commissioner and councilmember should ask is if the owners and staff of Tita's II can be trusted to be good actors in the community. Their policies and deceptive practices have already proven

to be questionable as they promote their illegal night club atmosphere to 14-year-old youth, fail to comply with the RBSS ordinance and allow dancing on their premises without a city permit.

: Susan Fernandez
 3421 E Plaza Blvd.
 National City, CA 91950
 (619) 434 - 7371

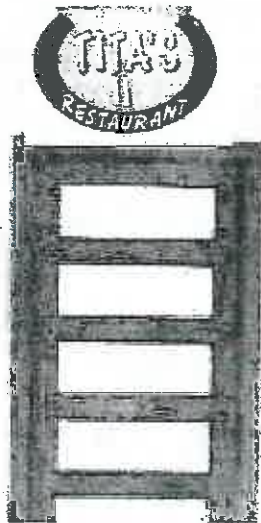
Open 10am- 3pm daily
 5pm- 12am Wed, Thur &
 Sun

8pm- 1am Fri & Sat

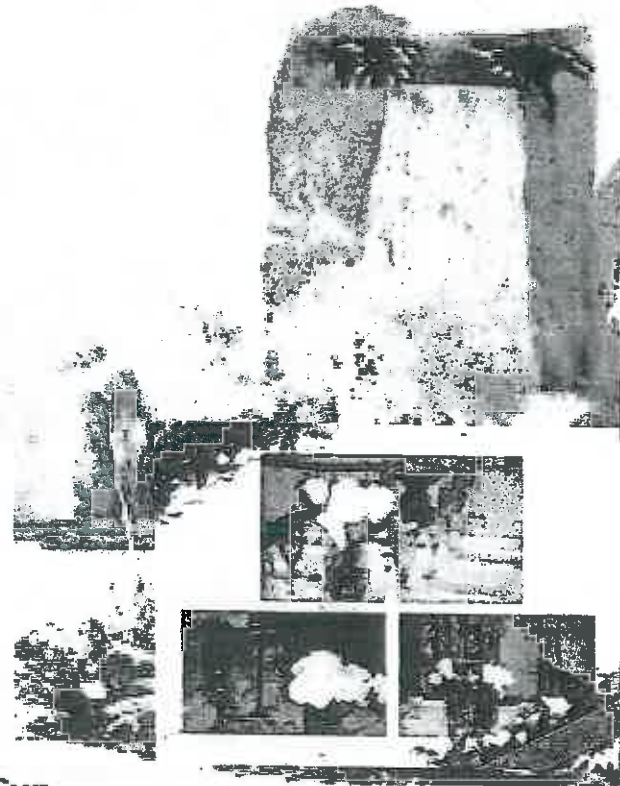


Live bands Fri & Sat
 8pm-12am

*\$5 cover, age 14+ after 9pm



Karaoke Wed, Thur & Sun
 6pm- 12am



Several packages for big
 events available, call for
 details

We have fast kitchenette style servings during the day then switch to
 a relaxed table service style restaurant after 5pm. At night we have
 entertainment such as karaoke or a live band. We also serve beer and
 wine, which pairs great with both singing and dancing!



Chicken Adobo



Sizzling Pork Sisig



Pork Sinigang, Lumpia
 & Lechon Kawali



Beef Kare Kare



Tita's Assorted Platter

National City Police Department

Memorandum

TO: Chief Adolfo Gonzales *Alb 10-13-10*
FROM: Sgt. Graham Young *[Signature]*
DATE: October 12, 2010
SUBJECT: Conditional Use Permit modification of CUP-2010-29 for the sale of beer and wine at Tita's II.

This Conditional Use Permit application is for an existing restaurant at 3421 East Plaza Boulevard in National City. The application indicated that the applicant would like to sell beer and wine from the hours of 1000 hours to 0100 hours seven days a week (they currently sell until midnight), the appropriate ABC License would be a type 41 license (beer and wine only, no distilled spirits). Additionally, the applicant would like to have karaoke, live entertainment, a bar, a stage area and an outdoor dining area. With the addition of the "bar," Tita's II could not operate under a Type 41 license they would have to re-apply for a different license.

On October 11, 2010, I conducted a site survey of the establishment located at 3421 East Plaza Boulevard. The area is primarily a residential neighborhood with strip mall retail establishments directly across the parking lot. Olive Grove Elementary School is approximately 1000 to 1500 away from the establishment on East 8th Street.

Per ABC's conditions, as stated in the memo from Martin Reader (attached), the conditions restrict alcohol sales hours to midnight, 50/50 food and alcohol sales, no noise and no bar. The police department believes that the City should follow the guidelines set forth by ABC and not allow alcohol sales past midnight and not to allow a bar area within the establishment. The ABC defines "normal" mealtimes as 6:00 a.m. – 9:00 a.m., 11:00 a.m. – 2:00 p.m., and 6:00 p.m. – 9:00 p.m.

Additionally, the police department believes that the City should not allow any sort of live entertainment or stage area in a Type 41 ABC licensed establishment. Having a stage and live entertainment in a restaurant creates the atmosphere of a "night club" which generates issues such as promoters coming in and scheduling events that draw a crowd that could potentially pose problems. In the very recent past, when establishments have engaged such activities (bar, live entertainment and a stage) under a Type 41 license, the police department has encountered numerous problems with these establishments.

The problems incurred at Type 41 ABC license establishments when guidelines have been deviated from, have on many instances, tied up police officers for hours on end and in many cases have left the City completely void of police personnel especially on very busy nights (Fridays and Saturdays) while trying to resolve the problems.

A Type 41 ABC license is for a bona fide eating establishment or restaurant. When guidelines are circumvented in the licensing classification enacted by ABC such as creating a "night club" (which is a Type 51 - Club) there are an array of problems requiring police response. We have learned from past practice that once an ABC license has been granted it is nearly impossible to have that license revoked, and even though the owners of the business change, the license once granted to this location generally stays intact and never goes away. Therefore, the City should be cautious about the activities we allow outside of licensing guidelines set forth by ABC.

Currently the City of National City has a total of 99 "On-sale" and "Off-sale" alcohol selling establishments. This equates to 11.6 alcohol selling establishments per square mile within the City. Until the end of the current budget crisis and the Police Department can hire enough officers to facilitate a dedicated unit to police and regulate establishments possessing an ABC license, it is my recommendation that the City place a moratorium on the issuing of CUP's for the sale of alcoholic beverages especially ones with live entertainment and erected stages, which, in the past have caused a drain on police resources.

Respectfully submitted,



Graham Young, Sergeant
Special Assistant to the Chief of Police
National City Police Department

From: Jamie <dasher_4@cox.net>
Sent: Thursday, July 20, 2017 9:52 AM
To: Planning
Cc: rstitascorp@gmail.com
Subject: Conditional User Permit 2010-29 - Tita's II

Good morning,

We received a letter inviting us to a meeting on 6/26/17, sponsored by Roger L Speir of Tita's Enterprise. The purpose was to discuss their request for a general liquor license, but we were not able to attend that meeting. The letter noted that the planning commission had scheduled a 7/17/17 meeting to discuss.

We never received any notice of the Planning Commission meeting, so not sure if it was held. I would like to go on record that my husband and I are very supportive of your granting Tita's II a general liquor license. I believe this restaurant has been a great addition to our neighborhood and would like to insure their continued success. We cannot see any downside to permitting their sale of liquor.

Thanks for recognizing our opinion.

Sincerely,

Jamie and Doug Asher
815 Mary Court
National City, CA 91950

RESOLUTION 2011 – 39

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY
APPROVING A CONDITIONAL USE PERMIT FOR THE EXPANSION
OF AN EXISTING RESTAURANT AND THE MODIFICATION OF
NONCONFORMING ALCOHOL SALES AT 3421 EAST PLAZA BOULEVARD
APPLICANT: ROGER SPEIR; CASE FILE NO. 2010-29 CUP**

WHEREAS, the City Council considered a Conditional Use Permit for the expansion of an existing restaurant and the modification of nonconforming alcohol sales at 3421 East Plaza Boulevard (APN: 669-101-05) at a duly advertised public hearings held on February 1, 2011, at which time oral and documentary evidence was presented; and

WHEREAS, at said public hearings the City Council considered the staff report contained in Case File No. 2010-29 CUP maintained by the City, and incorporated herein by reference along with evidence and testimony at said hearing; and

WHEREAS, this action is taken pursuant to all applicable procedures required by State law and City law; and

WHEREAS, the action recited herein is found to be essential for the preservation of public health, safety and general welfare.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of National City that the testimony and evidence presented to the City Council at the public hearings held on February 1, 2011, support the following findings:

1. That the site for the proposed use is adequate in size and shape, since an alcohol license has been associated with this property for some time, and the proposed entertainment would be an accessory use to the existing restaurant in an existing neighborhood commercial center, and is not expected to significantly increase the demand for parking in the center.
2. That the site has sufficient access to streets and highways that are adequate in width and pavement type to carry the volume and type of traffic generated by the proposed use, since Plaza Boulevard is classified as an arterial street in the Circulation Element, and the addition of accessory live entertainment is not expected to result in an appreciable increase in traffic.
3. That the proposed use will not have an adverse effect upon adjacent or abutting properties, since the proposed use will be subject to conditions that restrict the hours that alcohol will be available, require compliance with City noise standards, and require the purchase of food with any alcohol purchase.
4. That the proposed use is deemed essential and desirable to the public convenience and welfare, since it will contribute to the viability of a restaurant, an established and allowed use in the applicable commercial zone.
5. That public convenience and necessity may be served by a proposed use of the property for the retail sales of alcoholic beverages pursuant to law.

BE IT FURTHER RESOLVED that the application for Conditional Use Permit is approved subject to the following conditions:

GENERAL

1. This Conditional Use Permit authorizes live entertainment and the on-sale of beer and wine within a restaurant located at 3421 East Plaza Boulevard. Consumption of alcoholic beverages and live entertainment shall be limited to an area in substantial conformance with Exhibit B, Case File No. 2010-29 CUP, dated October 28, 2010.
2. Within four (4) days of approval, pursuant to Fish and Game Code Section 711.4 and the California Code of Regulations, Title 14, Section 753.5, the applicant shall pay all necessary environmental filing fees to the San Diego County Clerk. Checks shall be made payable to the County Clerk and submitted to the National City Planning Department.
3. This permit shall become null and void if not exercised within one year after adoption of the Resolution of approval, unless extended according to procedures specified in Section 18.116.190 of the National City Municipal Code.
4. This permit shall expire if the use authorized by this Resolution is discontinued for a period of 12 months or longer. This permit may also be revoked, pursuant to provisions of the Land Use Code, if discontinued for any lesser period of time.
5. This Conditional Use Permit may be revoked if the operator is found to be in violation of Conditions of Approval.
6. Before this Conditional Use Permit shall become effective, the applicant and the property owner shall both sign and have notarized an Acceptance Form, provided by the Planning Division, acknowledging and accepting all conditions imposed upon the approval of this permit. Failure to return the signed and notarized Acceptance Form within 30 days of its receipt shall automatically terminate the Conditional Use Permit. The applicant shall also submit evidence to the satisfaction of the Development Services Director that a Notice of Restriction on Real Property is recorded with the County Recorder. The applicant shall pay necessary recording fees to the County. The Notice of Restriction shall provide information that conditions imposed by approval of the Conditional Use Permit are binding on all present or future interest holders or estate holders of the property. The Notice of Restriction shall be approved as to form by the City Attorney, and signed by the Development Services Director prior to recordation.

BUILDING

7. Any plans submitted for improvements must comply with the current editions of the California Building Code, the California Mechanical Code, the California Plumbing Code, the California Electrical Code, and California Title 24 Energy and Handicapped Regulations.

FIRE

8. Plans submitted for improvements must comply with the current editions of the CFC, NFPA, Title 19, and National City Municipal Codes.
9. The required width of emergency fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles. All access roads shall be no less than 20 feet wide, no less than 14 feet high, and shall have an all weathered road with the ability to support 75 thousand pounds or greater. Where a fire hydrant is located on a fire apparatus road, the minimum road width shall be 26 feet.
10. The project shall be evaluated for sprinkler and fire alarm requirements.
11. A contractor license is required. Fire Protection Systems require a C-16 license, and a Fire Alarm Systems require a C-10 license. The stamp shall be visible on all sets of plans.
12. Fire Sprinkler, Fire Alarm, Fire Protection Systems, and Fire Underground plans are to be directly submitted to the National City Fire Department under separate permit for review and permitting. Fees along with three sets of plans, including all "Cut Sheets and Calculations" shall be included upon submittal. Plan review shall be a 30 day plan review process, or 21 working days. No over the counter plan reviews accomplished.
13. Supervision (Fire Alarm) of sprinkler piping and fire detection devices shall be automatically supervised where more than 20 sprinklers are on the system.
14. Plans will not be reviewed until fees have been paid. Check is payable to the City of National City.
15. Upon submittal for permit, the following shall be included for underground:
 - Data sheet for Back-Flows
 - Data sheets for Private and Commercial Hydrants
 - Data sheets for Post Indicator Valves
16. Should any plan corrections be required, contractor must correct the plan and re-submit to the Fire Department for approval once again prior to installation.
17. Once plans are approved, contact will be made with the contractor. Contractor will be required to retrieve the approved plan from the National City Fire Department. The contractor will be required to sign the permit and pick up the approved plans. Work may not commence prior to plan pick-up.
18. A rough inspection of all work is required prior to closure. All rough work shall be visible at time of inspection

19. A request for an inspection shall be made 48 hours in advance. Inspection shall be made once work is complete utilizing approved and stamped plans. Contractor shall be required to have the approved plans on site per code.
20. All contractors shall possess a National City New Business License prior to Fire Department plan submittal. A copy of the New Business License will be required at time of plan submittal.
21. Exit signs shall be illuminated with green lettering per National City Ordinance requirements.
22. FDC caps to be Knox FDC Plugs. The application must be acquired from the National City Fire Department Administration Office.
23. If entrance/exit gates are used, gates shall be equipped with Knox Box and Emergency Strobes so as to provide emergency vehicle access and egress. A Knox Key Switch shall be required in conjunction with strobe for emergency access, and shall be placed at front of property. Please contact the National City Fire Department for exact field location.
24. During construction, project shall strictly following Chapter 14 of the California Fire Code edition "Fire Safety During Construction Alteration or Demolition of a Building".

PLANNING

25. The sale of alcoholic beverages shall be limited to between the hours of 10:00 a.m. and 12:00 a.m., seven days a week.
26. All persons who will be serving alcoholic beverages shall receive L.E.A.D. (Licensee Education on Alcohol and Drugs) training in Responsible Beverage Service from the State Department of Alcoholic Beverage Control or Responsible Hospitality Coalition. Training shall include a component addressing domestic violence.
27. Exterior advertising and signs of all types, promoting or indicating the availability of alcoholic beverages, including advertising/signs directed to the exterior from within, are prohibited. Interior displays of alcoholic beverages and signs, which are clearly visible to the exterior, shall constitute a violation of this condition. There shall be no excessive advertising and/or marketing that targets youth or holidays.
28. No alcoholic beverages shall be consumed outside of the interior restaurant dining area without modification of this Conditional Use Permit.
29. No alcoholic beverages shall be available with take out or delivery service.
30. No alcohol shall be available without the purchase of food.

31. The sale of alcohol shall not exceed the sale of food consumed on site. With the annual renewal of the National City business license, the business proprietor shall submit a statement clearly indicating total alcoholic beverage sales and total food sales. Said statement shall be subject to audit and verification by employees of the City, who are authorized to examine, audit and inspect such books and records of the license, as may be necessary in their judgment to verify that the sale of alcohol does not exceed the sale of food. All information obtained by an investigation of records shall remain confidential.
32. Permittee shall post signs, to be approved by the Planning Division, on the exterior building walls in compliance with Section 10.30.070 of the National City Municipal Code. Said signs shall not be less than 17 inches by 22 inches in size, with lettering not less than one inch in height. The signs shall read as follows:

"It is unlawful to drink an alcoholic beverage or to possess an open alcoholic beverage container in public or in a public parking lot. NCMC 10.30.050 and 10.30.060."
33. Entertainment shall be limited to the days of Wednesday through Sunday, and to the hours of 5:00 p.m., until midnight.
34. All activities shall comply with Title 12 of the National City Municipal Code (Noise) at all times.
35. No public concert events are permitted as part of this permit. No advertisement targeted for a specific performer or event may be circulated outside of the restaurant, and live entertainment shall be incidental to the restaurant use.
36. Service of the outside seating areas shall cease at 9:00 p.m. daily. Tables and chairs shall be stored or otherwise removed from service.
37. A sound study shall be commissioned by the applicant to ensure that live entertainment complies with Title 12 of the National City Municipal Code (Noise). Results shall be provided to the Development Services Department and verified prior to any live entertainment being offered.
38. A detailed landscape and underground irrigation plan, including plant types, methods of planting, etc., shall be submitted for review and approval by the Planning Division prior to issuance of building permits. The landscape plan shall reflect the use of drought tolerant planting and water conserving irrigation.
39. All plans submitted for approval shall reflect a parking lot configuration that is consistent with Land Use Code Section 18.58 – Off-Street Parking and Loading.
40. No bar is permitted as part of this approval.

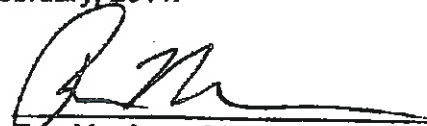
POLICE

41. Permittee shall comply with all regulatory provisions of the Business and Professions Code that pertain to the sale, display, and marketing or merchandising of alcoholic beverages.

BE IT FURTHER RESOLVED that copies of this Resolution shall be transmitted forthwith to the applicant.

BE IT FURTHER RESOLVED that this Resolution shall become effective and final on the day following the City Council meeting where the Resolution is adopted. The time within which judicial review of this decision may be sought is governed by the provisions of Code of Civil Procedure Section 1094.6.

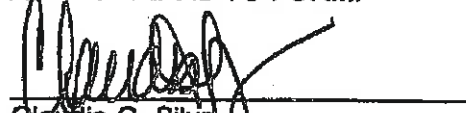
PASSED and ADOPTED this 15th day of February, 2011.


Ron Morrison, Mayor

ATTEST:


Michael R. Dalla, City Clerk

APPROVED AS TO FORM:


Claudia G. Silva
City Attorney

Passed and adopted by the Council of the City of National City, California, on February 15, 2011 by the following vote, to-wit:

Ayes: Councilmembers Morrison, Natividad, Rios, Sotelo-Solis, Zarate.

Nays: None.

Absent: None.

Abstain: None.

AUTHENTICATED BY: RON MORRISON
Mayor of the City of National City, California



Richard A. Pella
City Clerk of the City of National City, California

By: _____
Deputy

I HEREBY CERTIFY that the above and foregoing is a full, true and correct copy of RESOLUTION NO. 2011-39 of the City of National City, California, passed and adopted by the Council of said City on February 15, 2011.

City Clerk of the City of National City, California

By: _____
Deputy

RESOLUTION NO. 2017-21 a

A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF NATIONAL CITY, CALIFORNIA, APPROVING A
CONDITIONAL USE PERMIT MODIFICATION FOR DISTILLED SPIRITS AT AN
EXISTING BEER AND WINE-LICENSED RESTAURANT (TITA'S II) LOCATED AT
3421 EAST PLAZA BOULEVARD.
CASE FILE NO. 2017-09 CUP
APN: 569-101-05

WHEREAS, the Planning Commission of the City of National City considered a Conditional Use Permit modification for distilled spirits at an existing beer and wine-licensed restaurant, Tita's II located at 3421 East Plaza Boulevard at a duly advertised public hearings held on June 5 and July 17, 2017, at which time oral and documentary evidence was presented; and,

WHEREAS, at said public hearings the Planning Commission considered the staff report contained in Case File No. 2017-09 CUP maintained by the City and incorporated herein by reference along with evidence and testimony at said hearing; and,

WHEREAS, at the Planning Commission hearing of July 17, 2017, the Planning Commission asked staff to return with a resolution denying the requested Conditional Use Permit modification; and

WHEREAS, at the Planning Commission meeting of August 7, 2017, the Planning Commission took no action on the resolution denying the Conditional Use Permit modification and asked staff to return with resolutions for both approval and denial of the Conditional Use Permit modification; and,

WHEREAS, this action is taken pursuant to all applicable procedures required by State law and City law; and,

WHEREAS, the action recited herein is found to be essential for the preservation of public health, safety, and general welfare.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of National City, California that the testimony and evidence presented to the Planning Commission at public hearings held on June 5 and July 17, 2017 support the following findings:

1. That the proposed use is allowable within the applicable zoning district pursuant to a Conditional Use Permit and complies with all other applicable provisions of the Land Use Code, because alcohol sales for on-site consumption are a conditionally-allowed use in the Minor Mixed Use District.

2. That the proposed use is consistent with the General Plan and any applicable specific plans, because alcohol sales are permitted, subject to a Conditional Use Permit, by the Land Use Code, which is consistent with the General Plan. In addition, a restaurant use is consistent with the Minor Mixed-Use land use designation contained in the Land Use and Community Character (LU) element of the General Plan. Furthermore, the property is not within a Specific Plan area.
3. That the design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity, because no expansion is proposed, and the use would be accessory to the existing restaurant in the commercial area.
4. That the site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints, since the restaurant is existing and the proposed alcohol sales would be accessory to the restaurant use, which is not expected to increase the demand for parking on the property.
5. That granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zone in which the property is located, because the proposed modification to sell distilled spirits at the existing wine-licensed restaurant is consistent with the previous approved use and is similar in nature to surrounding area uses. The modification will be subject to the original conditions that limit the sale of alcohol and the hours that it will be available; no alcohol will be sold after 12 a.m. and will only be available with the sale of food. In addition, all business staff is required to receive Responsible Beverage Service & Sales (RBSS) Training.
6. That the proposed project has been reviewed in compliance with the California Environmental Quality Act, because it has been determined that the proposed use is not a project per the Act. There is no calculable increase in traffic and no other impacts are anticipated; therefore, the project would not result in any physical changes to the environment.
7. That the proposed use is deemed essential and desirable to the public convenience or necessity, because alcohol sales will contribute to the viability of a restaurant, an allowed use in the Minor Mixed-Use District (MXD-1) zone.

8. That based on findings 1 through 7 above, public convenience and necessity will be served by a proposed use of the property for the retail sales of alcoholic beverages pursuant to law.

BE IT FURTHER RESOLVED that the application for Conditional Use Permit is approved subject to the following conditions:

General

1. This Conditional Use Permit modification authorizes the sale of distilled spirits at an existing restaurant with beer and wine sales, located at 3421 East Plaza Boulevard. Unless specifically modified by this resolution, all previous Conditions of Approval as stated in City Council Resolution 2011-39 are still in effect. Plans submitted for permits associated with this project shall conform to Exhibit A, case file no. 2017-09 CUP, dated 3/30/2017.
2. Before this *Conditional Use Permit* shall become effective, the applicant and the property owner both shall sign and have notarized an Acceptance Form, provided by the Planning Department, acknowledging and accepting all conditions imposed upon the approval of this permit. Failure to return the signed and notarized Acceptance Form within 30 days of its receipt shall automatically terminate the *Conditional Use Permit*. The applicant shall also submit evidence to the satisfaction of the Planning Department that a Notice of Restriction on Real Property is recorded with the County Recorder. The applicant shall pay necessary recording fees to the County. The Notice of Restriction shall provide information that conditions imposed by approval of the *Conditional Use Permit* are binding on all present or future interest holders or estate holders of the property. The Notice of Restriction shall be approved as to form by the City Attorney and signed by the Deputy City Manager prior to recordation.
3. *Within four (4) days of approval*, pursuant to Fish and Game Code 711.4 and the California Code of Regulations, Title 14, Section 753.5, the applicant shall pay all necessary environmental filing fees for the San Diego County Clerk. Checks shall be made payable to the *County Clerk* and submitted to the National City Planning Department.
4. This permit shall become null and void if not exercised within one year after adoption of the Resolution of approval unless extended according to procedures specified in the Municipal Code.
5. This permit shall expire if the use authorized by this resolution is discontinued for a period of 12 months or longer. This permit may also be revoked, pursuant to provisions of the Land Use Code, if discontinued for any lesser period of time.
6. This *Conditional Use Permit* may be revoked if the operator is found to be in violation of Conditions of Approval.

Planning

7. All sellers and servers of alcohol shall receive Responsible Beverage Service and Sales (RBSS) training, including all owners, and managers. The RBSS training must be certified by the Department of Alcoholic Beverage Control (ABC). Proof of completion of an approved RBSS program must be provided prior to issuance of a city business license. As part of the RBSS training, the permittee shall make available a domestic violence training session as provided by the Institute of Public Strategies.
8. The sale of alcohol shall not exceed the sale of food. With the annual renewal of the City business license, the business proprietor shall submit a statement clearly indicating total alcoholic beverage sales and total food sales. Said statement shall be subject to audit and verification by employees of the City, who are authorized to examine, audit and inspect such books and records of the license, as may be necessary in their judgement to verify that the sale of alcohol does not exceed the sale of food. All information obtained by an investigation of records shall remain confidential.
9. Alcohol shall be available only in conjunction with the purchase of food.
10. The sale of alcoholic beverages shall be permitted only between the hours of 10:00 a.m. to 12:00 a.m. daily.

BE IT FURTHER RESOLVED that copies of this Resolution be transmitted forthwith to the applicant and to the City Council.

BE IT FINALLY RESOLVED that this Resolution shall become effective and final on the day following the City Council meeting where the Planning Commission resolution is set for review, unless an appeal in writing is filed with the City Clerk prior to 5:00 p.m. on the day of that City Council meeting. The City Council may, at that meeting, appeal the decision of the Planning Commission and set the matter for public hearing.

CERTIFICATION:

This certifies that the Resolution was adopted by the Planning Commission at their meeting of August 21, 2017, by the following vote:

AYES: Flores, Garcia, Sándt, Quintero, Yamane

NAYS: None.

ABSENT: Baca

ABSTAIN: Dela Paz


CHAIRPERSON



CITY OF NATIONAL CITY

Office of the City Clerk

1243 National City Blvd., National City, California 91950

619-336-4228 phone / 619-336-4229 fax

Michael R. Dalla, CMC - City Clerk

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of National City will hold a Public Hearing after the hour of 6:00 p.m., **Tuesday, October 17, 2017**, in the City Council Chambers, Civic Center, 1243 National City Blvd., National City, CA., to consider:

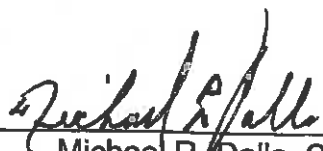
**CONDITIONAL USE PERMIT MODIFICATION TO ADD
DISTILLED SPIRITS TO AN EXISTING BEER AND
WINE LICENSE AT TITA'S II RESTAURANT
LOCATED AT 3421 EAST PLAZA BLVD**

The Planning Commission conducted a public hearing at their meeting of August 21, 2017 and voted to recommend approval of the Conditional Use Permit by a vote of 5 to 1 with one member absent.

Anyone interested in this matter may appear at the above time and place and be heard.

If you challenge the nature of the proposed action in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing described in this notice, or in written correspondence delivered to the undersigned, or to the City Council of the City of National City at, or prior to, the Public Hearing.

October 4, 2017



Michael R. Dalla, CMC
City Clerk

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City adopting City Council Policy # 203, Investments for fiscal year 2018, amending subsections 1 and 14.b of Section VIII and subsection B.1 of Section IX and adding terms to the "Glossary of Investm

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO.:

ITEM TITLE:

Resolution of the City Council of the City of National City adopting City Council Policy # 203, "Investments" for fiscal year 2018, amending subsections 1 and 14.b of Section VIII and subsection B.1 of Section IX and adding terms to the "Glossary of Investment Terms."

PREPARED BY: Mark Roberts, Director of Finance

PHONE: 619-336-4330

DEPARTMENT: Finance

APPROVED BY: Mark Roberts

EXPLANATION:

See attached explanation.

FINANCIAL STATEMENT:

ACCOUNT NO.
NA

APPROVED: Mark Roberts **FINANCE**
APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, not subject to environmental review.

ORDINANCE: **INTRODUCTION** ☐ **FINAL ADOPTION** ☐

STAFF RECOMMENDATION:

Adopt the resolution, adopting City Council Policy # 203, "Investments."

BOARD / COMMISSION RECOMMENDATION:

ATTACHMENTS:

1. Explanation
2. City Council Policy # 203, "Investments"
3. Resolution

Attachment

Resolution of the City Council of the City of National City adopting City Council Policy # 203, "Investments" for fiscal year 2018, amending subsections 1 and 14.b of Section VIII and subsection B.1 of Section IX and adding terms to the "Glossary of Investment Terms."

October 17, 2017

Explanation

City Council Policy # 203, "Investments," XII C requires that the City's investment policy be reviewed and adopted at least annually. Following review by staff and consultation with the City's investment advisor, Chandler Asset Management, staff recommends the amendments below to the policy.

- Section VIII. "Authorized and Suitable Investments":
Subsections 1 and 14.b – amend to be consistent with a recent change to credit ratings language in California Government Code Section 53601 (not substantive changes).
- Section IX. "Portfolio Risk Management":
Subsection B.1 – add supranationals, money market funds, and the LAIF to securities excepted from 5% of portfolio limitation to provide additional opportunities to invest in liquid securities.
- "Glossary of Investment Terms":
Add Local Agency Investment Fund, Local Government Investment Pool, Municipal Securities, and Nationally Recognized Statistical Rating Organization.
- Various nonsubstantive formatting changes.

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Investments	POLICY #203
ADOPTED: October 23, 1990	AMENDED: December 6, 2016

I. INTRODUCTION

The City of National City's investment program will conform to federal, state, and other legal requirements, including California Government Code Sections 16429.1-16429.4, 53600-53609, and 53630-53686. The following investment policy addresses the methods, procedures, and practices which must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. It is the policy of the City to invest public funds in a manner that will provide a market rate of return, given its requirements for preserving principal and meeting the daily cash flow demands of the City. All investments will comply with this Investment Policy and governing laws.

This Investment Policy replaces any previous Investment Policy or Investment Procedures of the City.

II. SCOPE

This Investment Policy applies to all the City's financial assets and investment activities with the following exception(s):

Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

Pooling of Funds: Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. GENERAL OBJECTIVES

The overriding objectives of the investment program are to preserve principal, provide sufficient liquidity, and manage investment risks.

TITLE: Investments	POLICY #203
ADOPTED: October 23, 1990	AMENDED: December 6, 2016

1. *Safety*: Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. *Liquidity*: The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. *Return*: The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

IV. PRUDENCE, INDEMNIFICATION, AND ETHICS

- A. *Prudent Investor Standard*: Management of the City's investments is governed by the Prudent Investor Standard as set forth in California Government Code Section 53600.3:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

- B. *Indemnification*: The Director of Finance or City Manager designee hereinafter designated as Financial Services Officer and other authorized persons responsible for managing City funds, acting in accordance with written procedures and the Investment Policy and exercising due diligence, will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- C. *Ethics*: Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

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V. DELEGATION OF AUTHORITY

- A. Authority to manage the City’s investment program is derived from California Government Code Section 53600 *et seq.* The City Council is responsible for the City’s cash management, including the administration of this Investment Policy. Management responsibility for the cash management of City funds is hereby delegated to the Director of Finance and/or Financial Service Officer.

The Director of Finance and/or Financial Services Officer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate employee.

- B. The City may engage the services of one or more external investment managers to assist in the management of the City’s investment portfolio in a manner consistent with the City’s objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

VI. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence described in the investment procedures manual. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- A. The City’s Director of Finance and/or Financial Services Officer will determine which financial institutions are authorized to provide investment services to the City. Institutions eligible to transact investment business with the City include:
1. Primary government dealers as designated by the Federal Reserve Bank;
 2. Nationally or state-chartered banks;
 3. The Federal Reserve Bank; and
 4. Direct issuers of securities eligible for purchase.
- B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be at the sole discretion of the City.

TITLE: Investments	POLICY #203
ADOPTED: October 23, 1990	AMENDED: December 6, 2016

- C. All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Director of Finance and/or Financial Services Officer with a statement certifying that the institution has reviewed California Government Code Section 53600 *et seq.* and the City's Investment Policy.
- D. Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the investment adviser.
- E. Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

VII. DELIVERY, SAFEKEEPING AND CUSTODY, AND COMPETITIVE TRANSACTIONS

- A. *Delivery-versus-payment*: Settlement of all investment transactions will be completed using standard delivery-vs.-payment procedures.
- B. *Third-party safekeeping*: To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City.
- C. *Competitive transactions*: All investment transactions will be conducted on a competitive basis which can be executed through a bidding process involving at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

All investments will be made in accordance with California Government Code Section 53600 *et seq.* and as described within this Investment Policy. Permitted investments under this policy will include:

1. **Municipal Bonds.** These include bonds of the City, the state of California, any other state, and any local Agency within the state of California. The bonds will be registered in the name of the City or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating

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service of nationally recognized expertise in rating bonds of states and their political subdivisions.

- a. No more than 5% per issuer.
 - b. No more than 30% of the total portfolio may be invested in municipal bonds.
2. **US Treasury** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in US Treasuries.
3. **Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments**, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in government-sponsored enterprises.
4. **Banker's acceptances**, provided that:
 - a. They are issued by institutions with short term debt obligations rated "A1" or higher, or the equivalent, by at least two nationally recognized statistical-rating organization (NRSRO); and have long-term debt obligations which are rated "A" or higher by at least two nationally recognized statistical rating organization;
 - b. The maturity does not exceed 180 days; and,
 - c. No more than 40% of the total portfolio may be invested in banker's acceptances and no more than 5% per issuer.
5. **Federally insured time deposits** (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
 - a. The amount per institution is limited to the maximum covered under federal insurance; and,
 - b. The maturity of such deposits does not exceed 5 years.

6. Certificate of Deposit Placement Service (CDARS)

- a. No more than 30% of the total portfolio may be invested in a combination of certificates of deposit including CDARS.
- b. The maturity of CDARS deposits does not exceed 5 years.

7. Negotiable certificates of deposit (NCDs), provided that:

- a. They are issued by institutions which have long-term obligations which are rated “A” or higher by at least two nationally recognized statistical rating organizations; and/or have short term debt obligations rated “A1” or higher, or the equivalent, by at least two nationally recognized statistical rating organizations;
- b. The maturity does not exceed 5 years; and,
- c. No more than 30% of the total portfolio may be invested in NCDs and no more than 5% per issuer.

8. Commercial paper, provided that:

- a. The maturity does not exceed 270 days from the date of purchase;
- b. The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million;
- c. They are issued by institutions whose short term obligations are rated “A1” or higher, or the equivalent, by at least two nationally recognized statistical rating organization; and whose long-term obligations are rated “A” or higher by at least two nationally recognized statistical rating organization; and,
- d. No more than 25% of the portfolio is invested in commercial paper and no more than 5% per issuer.

9. State of California Local Agency Investment Fund (LAIF), provided that:

- a. The City may invest up to the maximum permitted amount in LAIF; and,
- b. LAIF’s investments in instruments prohibited by or not specified in the City’s policy do not exclude it from the City’s list of allowable investments, provided that the fund’s reports allow the Director of Finance or Financial Services Officer to adequately judge the risk inherent in LAIF’s portfolio.

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10. Local government investment pools.

- a. San Diego County Investment Pool

11. Corporate medium term notes (MTNs), provided that:

- a. Such notes have a maximum maturity of 5 years;
- b. Are issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States;
- c. Are rated “A” category or better by at least two nationally recognized statistical rating organization; and
- d. Holdings of medium-term notes may not exceed 30% of the portfolio and no more than 5% per issuer.

12. Mortgage pass-through securities and asset-backed securities, provided that such securities:

- a. Have a maximum stated final maturity of 5 years;
- b. Be issued by an issuer having an “A” or higher rating for the issuer’s debt as provided by at least two nationally recognized statistical rating organization;
- c. Be rated in a rating category of “AA” or its equivalent or better by at least two nationally recognized statistical rating organization.
- d. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

13. Money market mutual funds that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940:

- a. Provided that such funds meet either of the following criteria:
 - 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or;
 - 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience investing in the securities and obligations authorized by California Government

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Code Section 53601 (a through j) and with assets under management in excess of \$500 million.

- b. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

14. Supranationals, provided that:

- a. Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- b. The securities are rated “AA” or higher by a NRSRO.
- c. No more than 30% of the total portfolio may be invested in these securities.
- d. No more than 10% of the portfolio may be invested in any single issuer.
- e. The maximum maturity does not exceed five (5) years.

IX. PORTFOLIO RISK MANAGEMENT

A. The following are prohibited investment vehicles and practices:

- 1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
- 2. In accordance with California Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- 3. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
- 4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
- 5. Purchasing or selling securities on margin is prohibited.
- 6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.

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7. The purchase of foreign currency denominated securities is prohibited.

B. Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

1. The diversification requirements included in Section IX are designed to mitigate credit risk in the portfolio;
2. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises;
3. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, or yield of the portfolio in response to market conditions or the City's risk preferences; and,
4. If securities owned by the City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - a. If a security is downgraded, the Director of Finance and/or Financial Services Officer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - b. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

C. Mitigating market risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the

TITLE: Investments	POLICY #203
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portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

1. The City will maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements;
2. The maximum percent of callable securities (does not include “make whole call” securities as defined in the Glossary) in the portfolio will be 20%;
3. The maximum stated final maturity of individual securities in the portfolio will be five years, except as otherwise stated in this policy; and,
4. The duration of the portfolio will at all times be approximately equal to the duration (typically plus or minus 20%) of a Market Benchmark Index selected by the City based on the City’s investment objectives, constraints and risk tolerances. The City’s current Benchmark will be documented in the investment procedures manual.

X. INVESTMENT OBJECTIVES (PERFORMANCE STANDARDS AND EVALUATION)

- A. **Overall objective:** The investment portfolio will be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.
- B. **Specific objective:** The investment performance objective for the portfolio will be to earn a total rate of return over a market cycle which is approximately equal to the return on the Market Benchmark Index as described in the City’s investment procedures manual.

XI. PROCEDURES AND INTERNAL CONTROLS

- A. **Procedures:** The Director of Finance and/or Financial Services Officer will establish written investment policy procedures in a separate investment procedures manual to assist investment staff with day-to-day operations of the investment program consistent with this policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and/or Financial Services Officer.
- B. **Internal Controls:** The Director of Finance and/or Financial Services Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure will be

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designed to provide reasonable assurance that these objectives are met. Internal controls will be described in the City's investment procedures manual.

XII. REPORTING

- A. Monthly reports:** In accordance with California Government Code Section 53646, a local agency treasurer who has been delegated authority to invest or reinvest funds of the local agency by the legislative body must submit a monthly report to the legislative body accounting for transactions made during the reporting period.
- B. Quarterly reports:** Quarterly investment reports will be submitted by the Director of Finance and/or Financial Services Officer to the City Council, at an agenda meeting, consistent with the requirements contained in California Government Code Section 53646, including but not limited to the following information:
1. Type of investment
 2. Name of issuer and/or financial institution
 3. Date of purchase
 4. Date of maturity
 5. Current market value for all securities
 6. Rate of interest
 7. Purchase price of investment
 8. Other data as required by the City
- C. Annual reports:** The Investment Policy will be reviewed and adopted at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return, and its relevance to current law and financial and economic trends.

Related Policy References

California Government Code Sections: 16429.1 – 16429.4, and 53600 – 53686
Investment Company Act of 1940
Investment Advisers Act of 1940
Securities and Exchange Commission Rule #15C3-1
Appendix I attached: "Authorized Personnel"
Appendix II attached: "Glossary of Investment Terms"

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Prior Policy Amendments

December 15, 2015

December 16, 2014

December 10, 2013

January 10, 2012

ORIGINAL

Appendix I

Authorized Personnel

The following positions are authorized to transact investment business and wire funds for investment purposes on behalf of the City of National City:

City Manager
Deputy City Manager
Director of Finance
Financial Services Officer

ORIGINAL

Appendix II

GLOSSARY OF INVESTMENT TERMS

Agencies. Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FDIC. The Federal Deposit Insurance Corporation provides insurance backed by the full faith and credit of the US government to certain bank deposits and debt obligations.

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government. Page 14 of 17

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio and Mississippi River valleys. TVA currently issues discount notes and bonds.

Asked. The price at which a seller offers to sell a security.

Average life. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

Banker’s acceptance. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

Benchmark. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

Bid. The price at which a buyer offers to buy a security.

Broker. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

Callable. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

Certificate of Deposit (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

Collateral. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

Collateralized Mortgage Obligations (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

Commercial paper. The short-term unsecured debt of corporations.

Cost yield. The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

Coupon. The rate of return at which interest is paid on a bond.

Credit risk. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

Current yield. The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

Dealer. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

Debenture. A bond secured only by the general credit of the issuer.

Delivery vs. payment (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

Derivative. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate or index.

Discount. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as **discount securities**. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

Diversification. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

Duration. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

Federal funds rate. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

Federal Open Market Committee: A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

Haircut: The margin or difference between the actual market value of a security and the value assessed by the lending side of a transaction (i.e. a repo).

Leverage. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

Liquidity: The speed and ease with which an asset can be converted to cash.

Make Whole Call. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or “made whole.”

Margin: The difference between the market value of a security and the loan a broker makes using that security as collateral.

Market risk. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

Market value. The price at which a security can be traded.

Marking to market. The process of posting current market values for securities in a portfolio.

Maturity. The final date upon which the principal of a security becomes due and payable.

Medium term notes. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts either on a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

Modified duration. The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio’s or security’s exposure to market risk.

Money market. The market in which short term debt instruments (T-bills, discount notes, commercial paper and banker’s acceptances) are issued and traded.

Mortgage pass-through securities. A securitized participation in the interest and principal cashflows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

Mutual fund. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund’s prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund’s prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

Premium. The difference between the par value of a bond and the cost of the bond, when the cost is above par.

Prepayment speed. A measure of how quickly principal is repaid to investors in mortgage securities.

Prepayment window. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

Primary dealer. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out US monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the US Government securities market.

Prudent person (man) rule. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as “Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity

and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes.”

Realized yield. The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

Regional dealer. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities, and that is not a primary dealer.

Repurchase agreement (RP, Repo). Short term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller’s point of view, the same transaction is a **reverse repurchase agreement**.

Safekeeping. A service to bank customers whereby securities are held by the bank in the customer’s name.

Short Term. Less than one (1) year’s time.

Structured note. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and “dual index floaters,” which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

SUPRANATIONAL. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

Total rate of return. A measure of a portfolio’s performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

US Treasury obligations. Securities issued by the US Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

Treasury bills. All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues “cash management” bills as needed to smooth out cash flows.

Treasury notes. All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

Treasury bonds. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

Value. Principal plus accrued interest.

Volatility. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

Yield to Maturity. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Investments	POLICY #203
ADOPTED: October 23, 1990	AMENDED: December 6,
<u>2016 October 17, 2017</u>	

I. INTRODUCTION

The City of National City's investment program will conform to federal, state, and other legal requirements, including California Government Code Sections 16429.1-16429.4, 53600-53609, and 53630-53686. The following investment policy addresses the methods, procedures, and practices which must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. It is the policy of the City to invest public funds in a manner that will provide a market rate of return, given its requirements for preserving principal and meeting the daily cash flow demands of the City. All investments will comply with this Investment Policy and governing laws.

This Investment Policy replaces any previous Investment Policy or Investment Procedures of the City.

II. SCOPE

This Investment Policy applies to all the City's financial assets and investment activities with the following exception(s):

Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

Pooling of Funds: Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. GENERAL OBJECTIVES

The overriding objectives of the investment program are to preserve principal, provide sufficient liquidity, and manage investment risks.

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1. *Safety*: Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. *Liquidity*: The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. *Return*: The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

IV. PRUDENCE, INDEMNIFICATION, AND ETHICS

- A. *Prudent Investor Standard*: Management of the City's investments is governed by the Prudent Investor Standard as set forth in California Government Code Section 53600.3:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”
- B. *Indemnification*: The Director of Finance or City Manager designee hereinafter designated as Financial Services Officer and other authorized persons responsible for managing City funds, acting in accordance with written procedures and the Investment Policy and exercising due diligence, will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- C. *Ethics*: Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

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V. DELEGATION OF AUTHORITY

- A. Authority to manage the City's investment program is derived from California Government Code Section 53600 *et seq.* The City Council is responsible for the City's cash management, including the administration of this Investment Policy. Management responsibility for the cash management of City funds is hereby delegated to the Director of Finance and/or Financial Service Officer.

The Director of Finance and/or Financial Services Officer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate employee.

- B. The City may engage the services of one or more external investment managers to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

VI. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence described in the investment procedures manual. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- A. The City's Director of Finance and/or Financial Services Officer will determine which financial institutions are authorized to provide investment services to the City. Institutions eligible to transact investment business with the City include:
1. Primary government dealers as designated by the Federal Reserve Bank;
 2. Nationally or state-chartered banks;
 3. The Federal Reserve Bank; and
 4. Direct issuers of securities eligible for purchase.
- B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be at the sole discretion of the City.

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- C. All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Director of Finance and/or Financial Services Officer with a statement certifying that the institution has reviewed California Government Code Section 53600 *et seq.* and the City's Investment Policy.
- D. Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the investment adviser.
- E. Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

VII. DELIVERY, SAFEKEEPING AND CUSTODY, AND COMPETITIVE TRANSACTIONS

- A. *Delivery-versus-payment*: Settlement of all investment transactions will be completed using standard delivery-vs.-payment procedures.
- B. *Third-party safekeeping*: To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City.
- C. *Competitive transactions*: All investment transactions will be conducted on a competitive basis which can be executed through a bidding process involving at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

All investments will be made in accordance with California Government Code Section 53600 *et seq.* and as described within this Investment Policy. Permitted investments under this policy will include:

1. **Municipal Bonds.** These include bonds of the City, the ~~s~~State of California, any other state, and any local Agency within the ~~s~~State of California. The bonds will be registered in the name of the City or held under a custodial agreement at a bank. ~~The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a~~

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~~rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.~~

~~a. Are rated in the category of "A" or better by at least two nationally recognized statistical rating organization; and~~

~~a-b.~~ No more than 5% per issuer.

~~b-c.~~ No more than 30% of the total portfolio may be invested in municipal bonds.

2. **US Treasury** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in US Treasuries.
3. **Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments**, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in government-sponsored enterprises.
4. **Banker's acceptances**, provided that:
 - a. They are issued by institutions with short term debt obligations rated "A1" or higher, or the equivalent, by at least two nationally recognized statistical-rating organization (NRSRO); and have long-term debt obligations which are rated "A" or higher by at least two nationally recognized statistical rating organization;
 - b. The maturity does not exceed 180 days; and,
 - c. No more than 40% of the total portfolio may be invested in banker's acceptances and no more than 5% per issuer.
5. **Federally insured time deposits** (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
 - a. The amount per institution is limited to the maximum covered under federal insurance; and,
 - b. The maturity of such deposits does not exceed 5 years.

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6. Certificate of Deposit Placement Service (CDARS)

- a. No more than 30% of the total portfolio may be invested in a combination of certificates of deposit including CDARS.
- b. The maturity of CDARS deposits does not exceed 5 years.

7. Negotiable certificates of deposit (NCDs), provided that:

- a. They are issued by institutions which have long-term obligations which are rated "A" or higher by at least two nationally recognized statistical rating organizations; and/or have short term debt obligations rated "A1" or higher, or the equivalent, by at least two nationally recognized statistical rating organizations;
- b. The maturity does not exceed 5 years; and;
- c. No more than 30% of the total portfolio may be invested in NCDs and no more than 5% per issuer.

8. Commercial paper, provided that:

- a. The maturity does not exceed 270 days from the date of purchase;
- b. The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million;
- c. They are issued by institutions whose short term obligations are rated "A-1" or higher, or the equivalent, by at least two nationally recognized statistical rating organization; and whose long-term obligations are rated "A" or higher by at least two nationally recognized statistical rating organization; and;
- d. No more than 25% of the portfolio is invested in commercial paper and no more than 5% per issuer.

9. State of California Local Agency Investment Fund (LAIF), provided that:

- a. The City may invest up to the maximum permitted amount in LAIF; and;
- b. LAIF's investments in instruments prohibited by or not specified in the City's policy do not exclude it from the City's list of allowable investments, provided that the fund's reports allow the Director of Finance or Financial Services Officer to adequately judge the risk inherent in LAIF's portfolio.

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10. Local government investment pools.

- a. San Diego County Investment Pool

11. Corporate medium term notes (MTNs), provided that:

- a. Such notes have a maximum maturity of 5 years;
- b. Are issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States;
- c. Are rated “A” category or better by at least two nationally recognized statistical rating organization; and
- d. Holdings of medium-term notes may not exceed 30% of the portfolio and no more than 5% per issuer.

12. Mortgage pass-through securities and asset-backed securities, provided that such securities:

- a. Have a maximum stated final maturity of 5 years;
- b. Be issued by an issuer having an “A” or higher rating for the issuer’s debt as provided by at least two nationally recognized statistical rating organization;
- c. Be rated in a rating category of “AA” or its equivalent or better by at least two nationally recognized statistical rating organization.
- d. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

13. Money market mutual funds that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940:

- a. Provided that such funds meet either of the following criteria:
 - 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or,
 - 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience investing in the securities and obligations authorized by California Government

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Code Section 53601 (a through j) and with assets under management in excess of \$500 million.

- b. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

14. **Supranationals**, provided that:

- a. Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- b. The securities are rated in a category of “AA” or higher by a NRSRO.
- c. No more than 30% of the total portfolio may be invested in these securities.
- d. No more than 10% of the portfolio may be invested in any single issuer.
- e. The maximum maturity does not exceed five (5) years.

IX. PORTFOLIO RISK MANAGEMENT

A. *The following are prohibited investment vehicles and practices:*

1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
2. In accordance with California Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
3. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
5. Purchasing or selling securities on margin is prohibited.
6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.

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7. The purchase of foreign currency denominated securities is prohibited.

B. Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

1. The diversification requirements included in Section IX are designed to mitigate credit risk in the portfolio;
2. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies ~~and or~~ enterprises; supranationals, money market funds, or LAIF;
3. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, or yield of the portfolio in response to market conditions or the City's risk preferences; and;
4. If securities owned by the City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - a. If a security is downgraded, the Director of Finance and/or Financial Services Officer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - b. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

C. Mitigating market risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the

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portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

1. The City will maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements;
2. The maximum percent of callable securities (does not include “make whole call” securities as defined in the Glossary) in the portfolio will be 20%;
3. The maximum stated final maturity of individual securities in the portfolio will be five years, except as otherwise stated in this policy; and
4. The duration of the portfolio will at all times be approximately equal to the duration (typically plus or minus 20%) of a Market Benchmark Index selected by the City based on the City’s investment objectives, constraints and risk tolerances. The City’s current Benchmark will be documented in the investment procedures manual.

X. INVESTMENT OBJECTIVES (PERFORMANCE STANDARDS AND EVALUATION)

- A. **Overall objective:** The investment portfolio will be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.
- B. **Specific objective:** The investment performance objective for the portfolio will be to earn a total rate of return over a market cycle which is approximately equal to the return on the Market Benchmark Index as described in the City’s investment procedures manual.

XI. PROCEDURES AND INTERNAL CONTROLS

- A. **Procedures:** The Director of Finance and/or Financial Services Officer will establish written investment policy procedures in a separate investment procedures manual to assist investment staff with day-to-day operations of the investment program consistent with this policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and/or Financial Services Officer.
- B. **Internal Controls:** The Director of Finance and/or Financial Services Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure will be

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designed to provide reasonable assurance that these objectives are met. Internal controls will be described in the City's investment procedures manual.

XII. REPORTING

- A. **Monthly reports:** In accordance with California Government Code Section 53646, a local agency treasurer who has been delegated authority to invest or reinvest funds of the local agency by the legislative body must submit a monthly report to the legislative body accounting for transactions made during the reporting period.
- B. **Quarterly reports:** Quarterly investment reports will be submitted by the Director of Finance and/or Financial Services Officer to the City Council, at an agenda meeting, consistent with the requirements contained in California Government Code Section 53646, including but not limited to the following information:
 - 1. Type of investment
 - 2. Name of issuer and/or financial institution
 - 3. Date of purchase
 - 4. Date of maturity
 - 5. Current market value for all securities
 - 6. Rate of interest
 - 7. Purchase price of investment
 - 8. Other data as required by the City
- C. **Annual reports:** The Investment Policy will be reviewed and adopted at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return, and its relevance to current law and financial and economic trends.

Related Policy References

California Government Code Sections: 16429.1 – 16429.4, and 53600 – 53686
 Investment Company Act of 1940
 Investment Advisers Act of 1940
 Securities and Exchange Commission Rule #15C3-1
 Appendix I attached: "Authorized Personnel"
 Appendix II attached: "Glossary of Investment Terms"

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Prior Policy Amendments

December 6, 2016

December 15, 2015

December 16, 2014

December 10, 2013

January 10, 2012

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Appendix I

Authorized Personnel

The following positions are authorized to transact investment business and wire funds for investment purposes on behalf of the City of National City:

City Manager
Deputy City Manager
Director of Finance
Financial Services Officer

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Appendix II

GLOSSARY OF INVESTMENT TERMS

Agencies. Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

———**FDIC.** The Federal Deposit Insurance Corporation provides insurance backed by the full faith and credit of the US government to certain bank deposits and debt obligations.

———**FFCB.** The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues ——— discount notes and bonds.

———**FHLB.** The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

———**FHLMC.** Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. ——— FHLMC, also called “FreddieMac” issues discount notes, bonds and mortgage pass-through securities.

———**FNMA.** Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and ——— liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds and mortgage pass-through securities.

———**GNMA.** The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government. ——— Page 14 of 17

———**PEFCO.** The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full ——— faith and credit of the US government.

———**TVA.** The Tennessee Valley Authority provides flood control and power and promotes development in portions of the ——— Tennessee, Ohio and Mississippi River valleys. TVA currently issues discount notes and bonds.

Asked. The price at which a seller offers to sell a security.

Average life. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

Banker’s acceptance. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

Benchmark. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

Bid. The price at which a buyer offers to buy a security.

Broker. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

Callable. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

Certificate of Deposit (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

Collateral. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

Collateralized Mortgage Obligations (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

Commercial paper. The short-term unsecured debt of corporations.

Cost yield. The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

Coupon. The rate of return at which interest is paid on a bond.

Credit risk. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

Current yield. The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

Dealer. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

Debenture. A bond secured only by the general credit of the issuer.

Delivery vs. payment (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

Derivative. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate or index.

Discount. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as **discount securities**. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

Diversification. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

Duration. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

Federal funds rate. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

Federal Open Market Committee: A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

Haircut: The margin or difference between the actual market value of a security and the value assessed by the lending side of a transaction (i.e. a repo).

Leverage. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

Liquidity: The speed and ease with which an asset can be converted to cash.

Local Agency Investment Fund (LAIF). A voluntary investment fund managed by the California State Treasurer's Office open to government entities and certain non-profit organizations in California.

Local Government Investment Pool. Investment pools including the Local Agency Investment Fund (LAIF), county pools, joint powers authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

Make Whole Call. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

Margin: The difference between the market value of a security and the loan a broker makes using that security as collateral.

Market risk. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

Market value. The price at which a security can be traded.

Marking to market. The process of posting current market values for securities in a portfolio.

Maturity. The final date upon which the principal of a security becomes due and payable.

Medium term notes. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts either on a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

Modified duration. The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

Money market. The market in which short term debt instruments (T-bills, discount notes, commercial paper and banker's acceptances) are issued and traded.

Mortgage pass-through securities. A securitized participation in the interest and principal cashflows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

Municipal Securities. Securities issued by state and local agencies to finance capital and operating expenses.

Mutual fund. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

Nationally Recognized Statistical Rating Organization (NRSRO). A credit rating agency the United States Securities and Exchange Commission uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments,

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especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

Premium. The difference between the par value of a bond and the cost of the bond, when the cost is above par.

Prepayment speed. A measure of how quickly principal is repaid to investors in mortgage securities.

Prepayment window. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

Primary dealer. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out US monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the US Government securities market.

Prudent person (man) rule. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

Realized yield. The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

Regional dealer. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities, and that is not a primary dealer.

Repurchase agreement (RP, Repo). Short term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a **reverse repurchase agreement**.

Safekeeping. A service to bank customers whereby securities are held by the bank in the customer's name.

Short Term. Less than one (1) year's time.

Structured note. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

Supranational. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

Total rate of return. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

US Treasury obligations. Securities issued by the US Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

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Treasury bills. All securities issued with initial maturities of one year or less are issued as discounted instruments, and ~~are~~ are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also ~~issues~~ issues “cash management” bills as needed to smooth out cash flows.

Treasury notes. All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest ~~semi-annually~~ semi-annually.

Treasury bonds. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

Value. Principal plus accrued interest.

Volatility. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

Yield to Maturity. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

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CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Investments	POLICY #203
ADOPTED: October 23, 1990	AMENDED: October 17, 2017

I. INTRODUCTION

The City of National City's investment program will conform to federal, state, and other legal requirements, including California Government Code Sections 16429.1-16429.4, 53600-53609, and 53630-53686. The following investment policy addresses the methods, procedures, and practices which must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. It is the policy of the City to invest public funds in a manner that will provide a market rate of return, given its requirements for preserving principal and meeting the daily cash flow demands of the City. All investments will comply with this Investment Policy and governing laws.

This Investment Policy replaces any previous Investment Policy or Investment Procedures of the City.

II. SCOPE

This Investment Policy applies to all the City's financial assets and investment activities with the following exception(s):

Proceeds of debt issuance shall be invested in accordance with the City's general investment philosophy as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

Pooling of Funds: Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. GENERAL OBJECTIVES

The overriding objectives of the investment program are to preserve principal, provide sufficient liquidity, and manage investment risks.

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1. *Safety*: Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. *Liquidity*: The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
3. *Return*: The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints for safety and liquidity needs.

IV. PRUDENCE, INDEMNIFICATION, AND ETHICS

- A. *Prudent Investor Standard*: Management of the City's investments is governed by the Prudent Investor Standard as set forth in California Government Code Section 53600.3:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

- B. *Indemnification*: The Director of Finance or City Manager designee hereinafter designated as Financial Services Officer and other authorized persons responsible for managing City funds, acting in accordance with written procedures and the Investment Policy and exercising due diligence, will be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported within 30 days and appropriate action is taken to control adverse developments.
- C. *Ethics*: Officers and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

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V. DELEGATION OF AUTHORITY

- A. Authority to manage the City’s investment program is derived from California Government Code Section 53600 *et seq.* The City Council is responsible for the City’s cash management, including the administration of this Investment Policy. Management responsibility for the cash management of City funds is hereby delegated to the Director of Finance and/or Financial Service Officer.

The Director of Finance and/or Financial Services Officer will be responsible for all transactions undertaken and will establish a system of procedures and controls to regulate the activities of subordinate employee.

- B. The City may engage the services of one or more external investment managers to assist in the management of the City’s investment portfolio in a manner consistent with the City’s objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

VI. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by conducting a process of due diligence described in the investment procedures manual. These may include “primary” dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

- A. The City’s Director of Finance and/or Financial Services Officer will determine which financial institutions are authorized to provide investment services to the City. Institutions eligible to transact investment business with the City include:
1. Primary government dealers as designated by the Federal Reserve Bank;
 2. Nationally or state-chartered banks;
 3. The Federal Reserve Bank; and
 4. Direct issuers of securities eligible for purchase.
- B. Selection of financial institutions and broker/dealers authorized to engage in transactions with the City will be at the sole discretion of the City.

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- C. All financial institutions which desire to become qualified bidders for investment transactions (and which are not dealing only with the investment adviser) must supply the Director of Finance and/or Financial Services Officer with a statement certifying that the institution has reviewed California Government Code Section 53600 *et seq.* and the City's Investment Policy.
- D. Selection of broker/dealers used by an external investment adviser retained by the City will be at the sole discretion of the investment adviser.
- E. Public deposits will be made only in qualified public depositories as established by State law. Deposits will be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, will be collateralized in accordance with State law.

VII. DELIVERY, SAFEKEEPING AND CUSTODY, AND COMPETITIVE TRANSACTIONS

- A. *Delivery-versus-payment*: Settlement of all investment transactions will be completed using standard delivery-vs.-payment procedures.
- B. *Third-party safekeeping*: To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City will be held in safekeeping by a third party bank custodian, acting as agent for the City under the terms of a custody agreement executed by the bank and the City.
- C. *Competitive transactions*: All investment transactions will be conducted on a competitive basis which can be executed through a bidding process involving at least three separate brokers/financial institutions or through the use of a nationally recognized trading platform.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

All investments will be made in accordance with California Government Code Section 53600 *et seq.* and as described within this Investment Policy. Permitted investments under this policy will include:

- 1. **Municipal Bonds.** These include bonds of the City, the State of California, any other state, and any local Agency within the State of California. The bonds will be registered in the name of the City or held under a custodial agreement at a bank.

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- a. Are rated in the category of “A” or better by at least two nationally recognized statistical rating organization; and
 - b. No more than 5% per issuer.
 - c. No more than 30% of the total portfolio may be invested in municipal bonds.
2. **US Treasury** and other government obligations for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no limits on the dollar amount or percentage that the City may invest in US Treasuries.
3. **Federal Agency or United States government-sponsored enterprise obligations, participations, or other instruments**, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no limits on the dollar amount or percentage that the City may invest in government-sponsored enterprises.
4. **Banker’s acceptances**, provided that:
 - a. They are issued by institutions with short term debt obligations rated “A1” or higher, or the equivalent, by at least two nationally recognized statistical-rating organization (NRSRO); and have long-term debt obligations which are rated “A” or higher by at least two nationally recognized statistical rating organization;
 - b. The maturity does not exceed 180 days; and
 - c. No more than 40% of the total portfolio may be invested in banker’s acceptances and no more than 5% per issuer.
5. **Federally insured time deposits** (Non-negotiable certificates of deposit) in state or federally chartered banks, savings and loans, or credit unions, provided that:
 - a. The amount per institution is limited to the maximum covered under federal insurance; and
 - b. The maturity of such deposits does not exceed 5 years.

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6. Certificate of Deposit Placement Service (CDARS)

- a. No more than 30% of the total portfolio may be invested in a combination of certificates of deposit including CDARS.
- b. The maturity of CDARS deposits does not exceed 5 years.

7. Negotiable certificates of deposit (NCDs), provided that:

- a. They are issued by institutions which have long-term obligations which are rated “A” or higher by at least two nationally recognized statistical rating organizations; and/or have short term debt obligations rated “A1” or higher, or the equivalent, by at least two nationally recognized statistical rating organizations;
- b. The maturity does not exceed 5 years; and
- c. No more than 30% of the total portfolio may be invested in NCDs and no more than 5% per issuer.

8. Commercial paper, provided that:

- a. The maturity does not exceed 270 days from the date of purchase;
- b. The issuer is a corporation organized and operating in the United States with assets in excess of \$500 million;
- c. They are issued by institutions whose short term obligations are rated “A-1” or higher, or the equivalent, by at least two nationally recognized statistical rating organization; and whose long-term obligations are rated “A” or higher by at least two nationally recognized statistical rating organization; and
- d. No more than 25% of the portfolio is invested in commercial paper and no more than 5% per issuer.

9. State of California Local Agency Investment Fund (LAIF), provided that:

- a. The City may invest up to the maximum permitted amount in LAIF; and
- b. LAIF’s investments in instruments prohibited by or not specified in the City’s policy do not exclude it from the City’s list of allowable investments, provided that the fund’s reports allow the Director of Finance or Financial Services Officer to adequately judge the risk inherent in LAIF’s portfolio.

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10. Local government investment pools.

- a. San Diego County Investment Pool

11. Corporate medium term notes (MTNs), provided that:

- a. Such notes have a maximum maturity of 5 years;
- b. Are issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States;
- c. Are rated “A” category or better by at least two nationally recognized statistical rating organization; and
- d. Holdings of medium-term notes may not exceed 30% of the portfolio and no more than 5% per issuer.

12. Mortgage pass-through securities and asset-backed securities, provided that such securities:

- a. Have a maximum stated final maturity of 5 years;
- b. Be issued by an issuer having an “A” or higher rating for the issuer’s debt as provided by at least two nationally recognized statistical rating organization;
- c. Be rated in a rating category of “AA” or its equivalent or better by at least two nationally recognized statistical rating organization.
- d. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

13. Money market mutual funds that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940:

- a. Provided that such funds meet either of the following criteria:
 - 1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or;
 - 2. Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years’ experience investing in the securities and obligations authorized by California Government

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Code Section 53601 (a through j) and with assets under management in excess of \$500 million.

- b. Purchase of securities authorized by this subdivision may not exceed 20% of the portfolio.

14. Supranationals, provided that:

- a. Issues are US dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank.
- b. The securities are rated in a category of “AA” or higher by a NRSRO.
- c. No more than 30% of the total portfolio may be invested in these securities.
- d. No more than 10% of the portfolio may be invested in any single issuer.
- e. The maximum maturity does not exceed five (5) years.

IX. PORTFOLIO RISK MANAGEMENT

A. The following are prohibited investment vehicles and practices:

- 1. State law notwithstanding, any investments not specifically described herein are prohibited, including, but not limited to futures and options.
- 2. In accordance with California Government Code Section 53601.6, investment in inverse floaters, range notes, or mortgage derived interest-only strips is prohibited.
- 3. Investment in any security that could result in a zero interest accrual if held to maturity is prohibited.
- 4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
- 5. Purchasing or selling securities on margin is prohibited.
- 6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.

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7. The purchase of foreign currency denominated securities is prohibited.

B. Mitigating credit risk in the portfolio

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The City will mitigate credit risk by adopting the following strategies:

1. The diversification requirements included in Section IX are designed to mitigate credit risk in the portfolio;
2. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies or enterprises; supranationals, money market funds, or LAIF;
3. The City may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity, or yield of the portfolio in response to market conditions or the City's risk preferences; and
4. If securities owned by the City are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, it will be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - a. If a security is downgraded, the Director of Finance and/or Financial Services Officer will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - b. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

C. Mitigating market risk in the portfolio

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that, over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes. The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the

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portfolio differently in different interest rate environments. The City, therefore, adopts the following strategies to control and mitigate its exposure to market risk:

1. The City will maintain a minimum of three months of budgeted operating expenditures in short term investments to provide sufficient liquidity for expected disbursements;
2. The maximum percent of callable securities (does not include “make whole call” securities as defined in the Glossary) in the portfolio will be 20%;
3. The maximum stated final maturity of individual securities in the portfolio will be five years, except as otherwise stated in this policy; and
4. The duration of the portfolio will at all times be approximately equal to the duration (typically plus or minus 20%) of a Market Benchmark Index selected by the City based on the City’s investment objectives, constraints and risk tolerances. The City’s current Benchmark will be documented in the investment procedures manual.

X. INVESTMENT OBJECTIVES (PERFORMANCE STANDARDS AND EVALUATION)

- A. **Overall objective:** The investment portfolio will be designed with the overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.
- B. **Specific objective:** The investment performance objective for the portfolio will be to earn a total rate of return over a market cycle which is approximately equal to the return on the Market Benchmark Index as described in the City’s investment procedures manual.

XI. PROCEDURES AND INTERNAL CONTROLS

- A. **Procedures:** The Director of Finance and/or Financial Services Officer will establish written investment policy procedures in a separate investment procedures manual to assist investment staff with day-to-day operations of the investment program consistent with this policy. Such procedures will include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Finance and/or Financial Services Officer.
- B. **Internal Controls:** The Director of Finance and/or Financial Services Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure will be

TITLE: Investments	POLICY #203
ADOPTED: October 23, 1990	AMENDED: December 6, 2016

designed to provide reasonable assurance that these objectives are met. Internal controls will be described in the City's investment procedures manual.

XII. REPORTING

A. Monthly reports: In accordance with California Government Code Section 53646, a local agency treasurer who has been delegated authority to invest or reinvest funds of the local agency by the legislative body must submit a monthly report to the legislative body accounting for transactions made during the reporting period.

B. Quarterly reports: Quarterly investment reports will be submitted by the Director of Finance and/or Financial Services Officer to the City Council, at an agenda meeting, consistent with the requirements contained in California Government Code Section 53646, including but not limited to the following information:

1. Type of investment
2. Name of issuer and/or financial institution
3. Date of purchase
4. Date of maturity
5. Current market value for all securities
6. Rate of interest
7. Purchase price of investment
8. Other data as required by the City

C. Annual reports: The Investment Policy will be reviewed and adopted at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, and return, and its relevance to current law and financial and economic trends.

Related Policy References

California Government Code Sections: 16429.1 – 16429.4, and 53600 – 53686

Investment Company Act of 1940

Investment Advisers Act of 1940

Securities and Exchange Commission Rule #15C3-1

Appendix I attached: "Authorized Personnel"

Appendix II attached: "Glossary of Investment Terms"

TITLE: Investments	POLICY #203
ADOPTED: October 23, 1990	AMENDED: December 6, 2016

Prior Policy Amendments

December 6, 2016

December 15, 2015

December 16, 2014

December 10, 2013

January 10, 2012

FINAL

Appendix I

Authorized Personnel

The following positions are authorized to transact investment business and wire funds for investment purposes on behalf of the City of National City:

City Manager
Deputy City Manager
Director of Finance
Financial Services Officer

FINAL

Appendix II

GLOSSARY OF INVESTMENT TERMS

Agencies. Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FDIC. The Federal Deposit Insurance Corporation provides insurance backed by the full faith and credit of the US government to certain bank deposits and debt obligations.

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds and mortgage pass-through securities.

FNMA. Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio and Mississippi River valleys. TVA currently issues discount notes and bonds.

Asked. The price at which a seller offers to sell a security.

Average life. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

Banker’s acceptance. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

Benchmark. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

Bid. The price at which a buyer offers to buy a security.

Broker. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from his own position.

Callable. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline since an issuer issues securities, it will likely call its current securities and reissue them at a lower rate of interest. Callable securities have reinvestment risk as the investor may receive its principal back when interest rates are lower than when the investment was initially made.

Certificate of Deposit (CD). A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs may be marketable.

Collateral. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

Collateralized Mortgage Obligations (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

Commercial paper. The short-term unsecured debt of corporations.

Cost yield. The annual income from an investment divided by the purchase cost. Because it does not give effect to premiums and discounts which may have been included in the purchase cost, it is an incomplete measure of return.

Coupon. The rate of return at which interest is paid on a bond.

Credit risk. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

Current yield. The annual income from an investment divided by the current market value. Since the mathematical calculation relies on the current market value rather than the investor's cost, current yield is unrelated to the actual return the investor will earn if the security is held to maturity.

Dealer. A dealer acts as a principal in security transactions, selling securities from and buying securities for his own position.

Debenture. A bond secured only by the general credit of the issuer.

Delivery vs. payment (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

Derivative. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate or index.

Discount. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as **discount securities**. They sell at a discount from par, and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

Diversification. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

Duration. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a bond to changes in interest rates. (See modified duration).

Federal funds rate. The rate of interest charged by banks for short-term loans to other banks. The Federal Reserve Bank through open-market operations establishes it.

Federal Open Market Committee: A committee of the Federal Reserve Board that establishes monetary policy and executes it through temporary and permanent changes to the supply of bank reserves.

Haircut: The margin or difference between the actual market value of a security and the value assessed by the lending side of a transaction (i.e. a repo).

Leverage. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

Liquidity: The speed and ease with which an asset can be converted to cash.

Local Agency Investment Fund (LAIF). A voluntary investment fund managed by the California State Treasurer's Office open to government entities and certain non-profit organizations in California.

Local Government Investment Pool. Investment pools including the Local Agency Investment Fund (LAIF), county pools, joint powers authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

Make Whole Call. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

Margin: The difference between the market value of a security and the loan a broker makes using that security as collateral.

Market risk. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

Market value. The price at which a security can be traded.

Marking to market. The process of posting current market values for securities in a portfolio.

Maturity. The final date upon which the principal of a security becomes due and payable.

Medium term notes. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts either on a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

Modified duration. The percent change in price for a 100 basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

Money market. The market in which short term debt instruments (T-bills, discount notes, commercial paper and banker's acceptances) are issued and traded.

Mortgage pass-through securities. A securitized participation in the interest and principal cashflows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

Municipal Securities. Securities issued by state and local agencies to finance capital and operating expenses.

Mutual fund. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

Nationally Recognized Statistical Rating Organization (NRSRO). A credit rating agency the United States Securities and Exchange Commission uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

Premium. The difference between the par value of a bond and the cost of the bond, when the cost is above par.

Prepayment speed. A measure of how quickly principal is repaid to investors in mortgage securities.

Prepayment window. The time period over which principal repayments will be received on mortgage securities at a specified prepayment speed.

Primary dealer. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out US monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the US Government securities market.

Prudent person (man) rule. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as “Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes.”

Realized yield. The change in value of the portfolio due to interest received and interest earned and realized gains and losses. It does not give effect to changes in market value on securities, which have not been sold from the portfolio.

Regional dealer. A financial intermediary that buys and sells securities for the benefit of its customers without maintaining substantial inventories of securities, and that is not a primary dealer.

Repurchase agreement (RP, Repo). Short term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller’s point of view, the same transaction is a **reverse repurchase agreement**.

Safekeeping. A service to bank customers whereby securities are held by the bank in the customer’s name.

Short Term. Less than one (1) year’s time.

Structured note. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and “dual index floaters,” which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

Supranational. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

Total rate of return. A measure of a portfolio’s performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

US Treasury obligations. Securities issued by the US Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk, and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

Treasury bills. All securities issued with initial maturities of one year or less are issued as discounted instruments, and are called Treasury bills. The Treasury currently issues three- and

six-month T-bills at regular weekly auctions. It also issues “cash management” bills as needed to smooth out cash flows.

Treasury notes. All securities issued with initial maturities of two to ten years are called Treasury notes, and pay interest semi-annually.

Treasury bonds. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

Value. Principal plus accrued interest.

Volatility. The rate at which security prices change with changes in general economic conditions or the general level of interest rates.

Yield to Maturity. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

FINAL

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City amending City Council Policy 803, to clarify the facilities governed by the Policy and allow the service and sale of alcohol at the Martin Luther King Community Center for City sponsored and co-s

CITY OF NATIONAL CITY, CALIFORNIA

COUNCIL AGENDA STATEMENT

MEETING DATE: October 17, 2017

AGENDA ITEM NO. |

ITEM TITLE:

Resolution of the City Council of the City of National City amending City Council Policy 803, to clarify the facilities governed by the Policy and allow the service and sale of alcohol at the Martin Luther King Community Center for City sponsored and co-sponsored events.

PREPARED BY: Stacey Stevenson and Audrey Denham

DEPARTMENT: Community Services

PHONE: 336-4243

APPROVED BY: 

EXPLANATION:

Over a series of meetings beginning on October 18, 2016, staff has worked with the City Council on a revision to Council Policy 803, Facility Use Guidelines and Regulations for the Use of Community Centers. On June 20, 2017, the City Council reviewed a report and draft revised policy and provided additional direction. The attached revised policy: excludes facilities leased to and controlled by third parties; excludes the National City Aquatic Center and Granger Music Hall (both facilities will be addressed in a companion agenda item, Proposed Council Policy 804); revises the definition of a resident non-profit organization; and outlines conditions for the service and sale of alcohol at the Martin Luther King Community Center (MLK). At the direction of the City Council, the service and sale of alcohol will be allowable at the MLK but shall be limited to beer and wine and only at City sponsored and co-sponsored events as defined in City Council Policy 802.

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO.

APPROVED: _____ **MIS**

There is no fiscal impact associated with this action.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, is not subject to environmental review.

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt the proposed revisions to Council Policy 803.

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

1. Resolution
2. Proposed Revised Policy 803 – Strike Out Version
3. Revised Policy 803 – Clean Version

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY# 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

PURPOSE:

To establish a policy that defines appropriate facility usage and priorities and assigns responsibility for scheduling City of National City owned and operated community centers. This policy shall be applicable to all such facilities that are operated by City staff or by third party operators on behalf of the City.

The guidelines and regulations of this policy are subject to change or modification as deemed necessary by the City Council.

GENERAL POLICY:

National City Community Centers may be available for public meeting purposes, civic purposes, and non-profit organizations whose memberships substantially includes National City residents or whose purpose is to provide services to National City residents. Use of any City facilities shall not interfere with the daily routine of any City activity or operation.

City facilities may not be used by any person or group for private functions, commercial purposes for personal financial gain, fundraisers, for-profit events or any profit-making endeavors or any activity not consistent with the general business purpose of the building.

These guidelines and regulations are established to properly define the conditions under which the facilities may be used, operated, and preserved for future users. This City Council Policy 803 shall apply to all City-owned community center facilities over which the City exercises exclusive operation and control either through staff or third party operators acting on behalf of the City. -and may be changed or modified as necessary by the City Council.

The following City-owned facilities are leased to third parties for purposes that are not under the exclusive operation and control of the City and are not subject to City Council Policy 803:

1. A Reason to Survive, 200 East 12th Street
2. The Boys and Girls Club, 1430 D Avenue
3. The Frank A Kimball House, 923 'A' Avenue
4. The National City Depot, 922 West 23rd Street

5. The Stein Family Farm, 1808 'F' Avenue

6. National City Golf Course, 1439 Sweetwater Road

Third parties shall not use City facilities for any use or purpose in violation of the laws of the United States of America, or the laws, ordinances, regulations, orders, or requirements of the State of California, the County of San Diego, the City, or of other applicable authorities.

Facilities Governed by this Policy and Available for Reservation

1. Martin Luther King Jr. Community Center, 140 East 12th Street
Facility includes a large hall that can be separated into two sections and a kitchen
2. Kimball Senior Center, 1221 D Avenue
Facility includes a hall and kitchen
3. Casa De Salud Center, 1408 Harding Avenue
Facility includes a hall and half kitchen
4. El Toyon Recreation Center, 2005 East 4th Street
Includes a hall and two small classrooms
5. Camacho Recreation Center, 1810 East 22nd Street
Facility includes 2 classrooms
- ~~6. National City Aquatic Center, 3300 Goesno Place
Facility include classroom~~
- ~~7. Granger Music Hall, 1615 East 4th Street
Facility includes hall designed for concerts~~

Categories of Use by Priority

To ensure Community Centers are used in the best interest of National City residents, Community Centers will be administered in accordance with a priority system:

1. CITY PROGRAMS. National City programs, events and meetings shall have priority over any other program or usage.
2. CITY CO-SPONSORED PROGRAMS. National City co-sponsored programs shall be given second priority. Policy 802 governs the annual list of City Co-Sponsored events. Applications for co-sponsorship may be submitted to Neighborhood Services Department at any time. The Policy 802 Committee meets annually to review applications.

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3. **CITY STAFF PARTICIPATION:** Programs that include active participation and/or involvement by City staff to include, but not limited to, presentations, guest speaking and attendance. The City Manager or designee may approve the use to be categorized as City Staff Participation, as long as the program benefits City of National City employees and/or the community.
4. **EDUCATIONAL GROUPS.** Educational activities organized by any school located in National City.
5. **GOVERNMENTAL AGENCIES.** An administrative unit of government with specific responsibilities.
6. **CIVIC/SERVICE GROUPS.** An organization whose official goal is to improve National City neighborhoods through donations to local charities and volunteer work by its members.
7. **RESIDENT NON-PROFIT NATIONAL CITY GROUPS.** ~~National City non-profit organizations, with 70% of active members having a National City residency and a majority of the officers having a National City residency~~Non-profit organizations based within National City city limits.
8. **OTHER.** Proposed use not falling readily into one of the above categories of use will require approval from the City Manager or designee.

Prohibited Facility Use

City facilities are not available for the following purposes:

1. Private functions
2. Commercial purposes for personal financial gain
3. Fundraisers, for-profit events or any profit-making endeavors
4. Normally authorized groups sponsoring private usage
5. Any activity not consistent with the general business purpose of the building

Fees and Deposits Based on Category

Category	Resident Fees	Non-Resident Fees	Facility Use Fee \$50	Kitchen Deposit \$60	Key Deposit \$100	Cleaning Deposit \$100	Audio/Visual Deposit \$100
1. City Programs	None	None	None	None	None	None	None
2. City Co-Sponsored Programs	None	None	None	None	None	None	None
3. City Staff Participation	None	None	None	None	None	None	None

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4. Educational Groups	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
5. Governmental Agencies	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
6. Civic/Service Groups	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
7. Resident Non-Profit National City Groups	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
8. Other	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required

Resident and Non-Resident Fees

City Fees and Custodial Fees are set forth in the City Council approved Fee Schedule.

Facility Use Fee

A Facility Use Fee of \$50 is required for all resident and non-resident groups using a facility, excluding City Programs and City Co-Sponsored Programs.

Refundable Deposits

1. **KITCHEN DEPOSIT.** A non-waivable, refundable kitchen deposit of \$60 is required. Kitchen equipment including major appliances, cooking tools, eating utensils, and the overall kitchen area shall be left thoroughly clean and ready for use by the next group, without any further cleanup required. If the kitchen is not left clean, it will be cleaned by city staff or by contract, and the group will forfeit their deposit and be subject to an additional cleanup fee.
2. **KEY DEPOSIT.** A non-waivable, refundable key deposit of \$100 is required. If the key is not returned within one (1) business day of the event, the group will forfeit their deposit.
3. **CLEANING DEPOSIT.** A non-waivable, refundable cleaning deposit of \$100 is required. The facility, grounds and parking areas will be left clean and clear of debris.

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If the facility is not left clean, it will be cleaned by City staff or by contract, and the group will forfeit their deposit and be subject to an additional cleanup fee.

Payment of Fees and Refundable Deposits

Fees for use of City facilities are set forth in the Council approved Fee Schedule, and must be paid in full at least ten (10) days prior to the event. If payment is not received, the event will be considered cancelled, and the organization will be advised. The City Manager or designee may, for sufficient reason, make exceptions to this clause, but in any event, payment must be received before the event occurs.

Deposits must be made with a separate check. Deposits will be refunded following the return of the issued key, where no damage or loss has occurred and where no extra clean-up is required. In the event of damage, loss or extra clean-up, as determined by the Public Works Department, the deposit may be forfeited and additional charges may be incurred.

Fee and Deposit Structure

Fees and deposits listed in this policy may also be included in the City Council approved Fee Schedule. When there is a conflict between the Council Policy and the Fee Schedule, the higher of the two values will prevail unless the City Council expressly states otherwise.

Applicant Eligibility

When an application is submitted on behalf of a business entity or organization, it shall be signed by a person with authority to bind the company or organization. Applications for rental of City facilities will not be accepted from anyone less than 21 years of age. Youth groups must have adult sponsors who guarantee observation of the guidelines and regulations. A minimum of one adult per 20 people under the age of 18 is required at the activity.

Any misrepresentation as to the nature of the use or activity to occur at a City facility, the number of attendees expected, contact or payment information or any other falsification on rental application documents will result in the immediate cancellation of the proposed use or event and forfeiture of fees paid. Any such misrepresentation may result in denial of future rental requests and/or legal action.

Application Process

Reservations will be accepted on a first-come-first-served-basis. The Schedule will remain tentative until 30 days before an event. At any time prior to the 30 days before an event, a group of higher category may displace a group of lower category (although consideration will be given to previously scheduled events). At 30 days before an event,

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the schedule is locked in, and bumping will not be permitted, except for City Programs (category 1). The City reserves the right to cancel, reassign, or otherwise adjust reservations to comply with the demands of its own programs or emergency requirements.

Each organization is required to submit the following prior to being granted a Facility Use Permit:

1. Facility Use Application for each facility requested
2. Signed indemnity and hold harmless
3. Proof of insurance
4. Current roster and enrollment data (if applicable)
5. A copy of 501(c)(3) status and current audited financial statement if applying for non-profit status (if applicable)
6. Payment of applicable fees

GENERAL RULES:

Facility Use Rules

1. The applicant is responsible to ensure that participants are respectful of the facilities and equipment.
2. At no time may the applicant extend the hours of the facility use.
3. The use of City facilities is a privilege and all requirements of the City staff will be met expeditiously.
4. City staff has the authority to direct that the event be terminated and that the premises be vacated and to request the Police Department's or Fire Department's assistance as necessary to clear the premises.
5. Failure to comply with any of the guidelines and regulations or a staff directive shall be grounds for denial of any future requests by the applicant.

Damage, Cleanliness and Supervision

1. All City facilities, including parking areas, grounds and restrooms, shall be left clean and clear of debris and in orderly condition. If the facility is not left clean, it will be cleaned by City staff or by contract, and the group will be billed accordingly.
2. In the event of physical damage to the facility, its equipment, its contents, or the surrounding grounds, an estimate of the cost of repairs and/or replacement will be made by the City, and the group will be billed accordingly.
3. Officers of organizations shall supervise the conduct of their members to avoid damage to City property.
4. Failure to comply may result in denial of future use of facilities.

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Keys

If approved by the Public Works Director and/or the Community Services Division designee an organization may receive a key in order to access the facility. Facility keys must be picked up from the Public Works Department one business day before the permitted event between 7:30 a.m. and 5:30 p.m. Keys should be returned to Public Works Department within one (1) business day of the event or the group will forfeit their deposit.

Facility Set Up

Organizations are required to submit a room diagram at the time the facility application is submitted. The City will be responsible for the set up and tear down of equipment. Any additional equipment that the group wants to use at a City facility must be included on the facility application and approved by the City Manager or designee.

Decorating

Use of glue guns, nails, thumbtacks, staples, masking or electrical tape inside the facility is not permitted. Only non-adhesive putty may be used on the walls. All decorations must be fire proof or fire-retardant materials. Organizations must bring their own extension cords. Decorating for an event is not permitted outside of the facility.

Indemnification

The applicant must complete a release, hold harmless and indemnity agreement which releases the City, its elected officials, employees, representatives, and/or agents from any and all claims asserted, suits or liability established for damages or injuries, including death, to any person or property, including injuries to applicant, caused by or alleged to be caused by any act or omission by the City, its elected officials, employees, representatives, and/or agents which arise out of or are in any matter directly or indirectly connected with the use or condition of the premises.

Insurance

All groups are required to have insurance to protect the City from liability occasioned by their use of City premises. Specifically, all insurance required by this policy shall be written by California admitted companies which are rated at least "A,VIII" by the current A.M. Best Rating Guide or by a company of equal financial stability which shall be approved by the City's Risk Manager.

Commercial General Liability coverage with limits of at least one million dollars (\$1,000,000) per occurrence must be provided. The City of National City must be named as an additional insured pursuant to a separate endorsement which will be provided to the

City along with the Certificate of insurance prior to use of City fields/facilities. In addition, all deductibles and/or self-insured retentions must be disclosed to and approved by the City's Risk Manager.

Insurance coverage may be obtained through the City under terms, conditions, and rates applicable at the time, depending on the nature and duration of the proposed use. Organizations desiring to purchase such insurance through the City must contact the City's Risk Manager.

Alcohol Regulations

The use of alcohol is prohibited in National City Community Centers governed by this policy except that alcohol may be served or sold in the Martin Luther King Community Center under the following conditions:

1. Alcohol shall be limited to events on the City Council approved list of sponsored and co-sponsored events (City Council Policy 802).
2. Alcohol may be served with a One-Day Use Permit approved by the Chief of Police.
3. Alcohol may be sold only at non-profit events with the One-Day Use Permit approved by the Chief of Police and an ABC License of an approved caterer who has their own license. A copy of the ABC license must be forwarded to Community Services offices 14 days prior to the event. A copy of the ABC license must be posted during the entire event.
4. Alcohol shall be limited to beer and wine.
5. No kegs of beer are allowed.
6. No alcohol will be served to any person under the age of twenty-one (21) years old.
7. No person shall consume, serve or sale any alcoholic beverage during times that the facility has been rented, with or without remuneration to the City, to house a youth event. Youth events and all events involving social groups whose participants and/or members are primarily under the age of twenty-one (21) years.
8. The distribution and consumption of alcohol shall be limited to the reserved meeting room(s) only. Alcohol is not permitted inside the lobby, restrooms or parking lots.

For purposes of this policy, patio areas are a meeting room available for reservation.

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY # 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

9. The event must have an approved Facility Use Permit governing all conditions of facility use, including any other conditions deemed appropriate when the event includes the distribution and/or sale of alcohol.

Smoking

Smoking is prohibited in any part of a City facility. Per Government Code Sections 7596-7598, smoking is prohibited within 20 feet of the main entrances, exits and operable windows of any facility owned, leased and occupied by the State, County, or City.

Security

Applicants may be required to provide licensed, uniformed and contracted security guards for each event at the rate of one (1) security guard for each 200 attendees, as determined by the Public Works Director and/or the Community Services Division designee after consultation with the Police Department. Security may be required irrespective of the number of attendees if alcohol is served or sold.

Financial Statement

All organizations must submit a financial report on how they plan to use the funds raised from the event and how the funds raised will benefit the National City community. Any financial report must be filed with the City within fifteen (15) days subsequent to the event by any organization charging admission or by any group using the facility for fund-raising purposes. A sign-in log of attendees, with addresses, may be required.

No donations, under any guise or circumstance, or for any purpose, shall be solicited at any City facility for causes not directly related to the activity in progress.

Non-Discrimination

The applicant hereby assures that all programs and activities implemented at City facilities and open to the general public will be conducted in a non-discriminatory manner, without regard to an individual's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

Report Vandalism

Although staff inspects our park sites and facilities on a regular basis, damage or vandalism may occur between visits. If you notice any broken equipment or furnishings, unsafe conditions, or vandalism, please report it to the Public Works Department at (619) 336-4580 during regular business hours.

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY # 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

Prior Policy Amendments

April 5, 2016

Reference

City Council Policy 802 – City Support for Special Events, Activities, Programs and Services

DRAFT REVISIONS

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY# 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

PURPOSE:

To establish a policy that defines appropriate facility usage and priorities and assigns responsibility for scheduling City of National City owned and operated community centers. This policy shall be applicable to all such facilities that are operated by City staff or by third party operators on behalf of the City.

The guidelines and regulations of this policy are subject to change or modification as deemed necessary by the City Council.

GENERAL POLICY:

National City Community Centers may be available for public meeting purposes, civic purposes, and non-profit organizations whose memberships substantially includes National City residents or whose purpose is to provide services to National City residents. Use of any City facilities shall not interfere with the daily routine of any City activity or operation.

City facilities may not be used by any person or group for private functions, commercial purposes for personal financial gain, fundraisers, for-profit events or any profit-making endeavors or any activity not consistent with the general business purpose of the building.

These guidelines and regulations are established to properly define the conditions under which the facilities may be used, operated, and preserved for future users. This City Council Policy 803 shall apply to all City-owned community center facilities over which the City exercises exclusive operation and control either through staff or third party operators acting on behalf of the City.

The following City-owned facilities are leased to third parties for purposes that are not under the exclusive operation and control of the City and are not subject to City Council Policy 803:

1. A Reason to Survive, 200 East 12th Street
2. The Boys and Girls Club, 1430 D Avenue
3. th the Police Department. Security may be The National City Depot, 922 West
4. The National City Depot, 922 West 23rd Street
5. The Stein Family Farm, 1808 'F' Avenue
6. National City Golf Course, 1439 Sweetwater Road

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Third parties shall not use City facilities for any use or purpose in violation of the laws of the United States of America, or the laws, ordinances, regulations, orders, or requirements of the State of California, the County of San Diego, the City, or of other applicable authorities.

Facilities Governed by this Policy and Available for Reservation

1. Martin Luther King Jr. Community Center, 140 East 12th Street
Facility includes a large hall that can be separated into two sections and a kitchen
2. Kimball Senior Center, 1221 D Avenue
Facility includes a hall and kitchen
3. Casa De Salud Center, 1408 Harding Avenue
Facility includes a hall and half kitchen
4. El Toyon Recreation Center, 2005 East 4th Street
Includes a hall and two small classrooms
5. Camacho Recreation Center, 1810 East 22nd Street
Facility includes 2 classrooms

Categories of Use by Priority

To ensure Community Centers are used in the best interest of National City residents, Community Centers will be administered in accordance with a priority system:

1. **CITY PROGRAMS.** National City programs, events and meetings shall have priority over any other program or usage.
2. **CITY CO-SPONSORED PROGRAMS.** National City co-sponsored programs shall be given second priority. Policy 802 governs the annual list of City Co-Sponsored events. Applications for co-sponsorship may be submitted to Neighborhood Services Department at any time. The Policy 802 Committee meets annually to review applications.
3. **CITY STAFF PARTICIPATION:** Programs that include active participation and/or involvement by City staff to include, but not limited to, presentations, guest speaking and attendance. The City Manager or designee may approve the use to be categorized as City Staff Participation, as long as the program benefits City of National City employees and/or the community.
4. **EDUCATIONAL GROUPS.** Educational activities organized by any school located in National City.

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY # 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

5. **GOVERNMENTAL AGENCIES.** An administrative unit of government with specific responsibilities.
6. **CIVIC/SERVICE GROUPS.** An organization whose official goal is to improve National City neighborhoods through donations to local charities and volunteer work by its members.
7. **RESIDENT NON-PROFIT NATIONAL CITY GROUPS.** Non-profit organizations based within National City city limits.
8. **OTHER.** Proposed use not falling readily into one of the above categories of use will require approval from the City Manager or designee.

Prohibited Facility Use

City facilities are not available for the following purposes:

1. Private functions
2. Commercial purposes for personal financial gain
3. Fundraisers, for-profit events or any profit-making endeavors
4. Normally authorized groups sponsoring private usage
5. Any activity not consistent with the general business purpose of the building

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Fees and Deposits Based on Category

Category	Resident Fees	Non-Resident Fees	Facility Use Fee \$50	Kitchen Deposit \$60	Key Deposit \$100	Cleaning Deposit \$100	Audio/Visual Deposit \$100
1. City Programs	None	None	None	None	None	None	None
2. City Co-Sponsored Programs	None	None	None	None	None	None	None
3. City Staff Participation	None	None	None	None	None	None	None
4. Educational Groups	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
5. Governmental Agencies	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
6. Civic/Service Groups	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
7. Resident Non-Profit National City Groups	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required
8. Other	Custodial Fees	City Fees and Custodial Fees	Required	Required	Required	Required	Required

Resident and Non-Resident Fees

City Fees and Custodial Fees are set forth in the City Council approved Fee Schedule.

Facility Use Fee

A Facility Use Fee of \$50 is required for all resident and non-resident groups using a facility, excluding City Programs and City Co-Sponsored Programs.

Refundable Deposits

1. **KITCHEN DEPOSIT.** A non-waivable, refundable kitchen deposit of \$60 is required. Kitchen equipment including major appliances, cooking tools, eating utensils, and the overall kitchen area shall be left thoroughly clean and ready for use by the next group, without any further cleanup required. If the kitchen is not left clean, it will be cleaned by city staff or by contract, and the group will forfeit their deposit and be subject to an additional cleanup fee.
2. **KEY DEPOSIT.** A non-waivable, refundable key deposit of \$100 is required. If the key is not returned within one (1) business day of the event, the group will forfeit their deposit.
3. **CLEANING DEPOSIT.** A non-waivable, refundable cleaning deposit of \$100 is required. The facility, grounds and parking areas will be left clean and clear of debris. If the facility is not left clean, it will be cleaned by City staff or by contract, and the group will forfeit their deposit and be subject to an additional cleanup fee.

Payment of Fees and Refundable Deposits

Fees for use of City facilities are set forth in the Council approved Fee Schedule, and must be paid in full at least ten (10) days prior to the event. If payment is not received, the event will be considered cancelled, and the organization will be advised. The City Manager or designee may, for sufficient reason, make exceptions to this clause, but in any event, payment must be received before the event occurs.

Deposits must be made with a separate check. Deposits will be refunded following the return of the issued key, where no damage or loss has occurred and where no extra clean-up is required. In the event of damage, loss or extra clean-up, as determined by the Public Works Department, the deposit may be forfeited and additional charges may be incurred.

Fee and Deposit Structure

Fees and deposits listed in this policy may also be included in the City Council approved Fee Schedule. When there is a conflict between the Council Policy and the Fee Schedule, the higher of the two values will prevail unless the City Council expressly states otherwise.

Applicant Eligibility

When an application is submitted on behalf of a business entity or organization, it shall be signed by a person with authority to bind the company or organization. Applications for rental of City facilities will not be accepted from anyone less than 21 years of age. Youth groups must have adult sponsors who guarantee observation of the guidelines and regulations. A minimum of one adult per 20 people under the age of 18 is required at the activity.

Any misrepresentation as to the nature of the use or activity to occur at a City facility, the number of attendees expected, contact or payment information or any other falsification on rental application documents will result in the immediate cancellation of the proposed use or event and forfeiture of fees paid. Any such misrepresentation may result in denial of future rental requests and/or legal action.

Application Process

Reservations will be accepted on a first-come-first-served-basis. The Schedule will remain tentative until 30 days before an event. At any time prior to the 30 days before an event, a group of higher category may displace a group of lower category (although consideration will be given to previously scheduled events). At 30 days before an event, the schedule is locked in, and bumping will not be permitted, except for City Programs (category 1). The City reserves the right to cancel, reassign, or otherwise adjust reservations to comply with the demands of its own programs or emergency requirements.

Each organization is required to submit the following prior to being granted a Facility Use Permit:

1. Facility Use Application for each facility requested
2. Signed indemnity and hold harmless
3. Proof of insurance
4. Current roster and enrollment data (if applicable)
5. A copy of 501(c)(3) status and current audited financial statement if applying for non-profit status (if applicable)
6. Payment of applicable fees

GENERAL RULES:

Facility Use Rules

1. The applicant is responsible to ensure that participants are respectful of the facilities and equipment.
2. At no time may the applicant extend the hours of the facility use.

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY # 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

3. The use of City facilities is a privilege and all requirements of the City staff will be met expeditiously.
4. City staff has the authority to direct that the event be terminated and that the premises be vacated and to request the Police Department's or Fire Department's assistance as necessary to clear the premises.
5. Failure to comply with any of the guidelines and regulations or a staff directive shall be grounds for denial of any future requests by the applicant.

Damage, Cleanliness and Supervision

1. All City facilities, including parking areas, grounds and restrooms, shall be left clean and clear of debris and in orderly condition. If the facility is not left clean, it will be cleaned by City staff or by contract, and the group will be billed accordingly.
2. In the event of physical damage to the facility, its equipment, its contents, or the surrounding grounds, an estimate of the cost of repairs and/or replacement will be made by the City, and the group will be billed accordingly.
3. Officers of organizations shall supervise the conduct of their members to avoid damage to City property.
4. Failure to comply may result in denial of future use of facilities.

Keys

If approved by the Public Works Director and/or the Community Services Division designee an organization may receive a key in order to access the facility. Facility keys must be picked up from the Public Works Department one business day before the permitted event between 7:30 a.m. and 5:30 p.m. Keys should be returned to Public Works Department within one (1) business day of the event or the group will forfeit their deposit.

Facility Set Up

Organizations are required to submit a room diagram at the time the facility application is submitted. The City will be responsible for the set up and tear down of equipment. Any additional equipment that the group wants to use at a City facility must be included on the facility application and approved by the City Manager or designee.

Decorating

Use of glue guns, nails, thumbtacks, staples, masking or electrical tape inside the facility is not permitted. Only non-adhesive putty may be used on the walls. All decorations must be fire proof or fire-retardant materials. Organizations must bring their own extension cords. Decorating for an event is not permitted outside of the facility.

Indemnification

The applicant must complete a release, hold harmless and indemnity agreement which releases the City, its elected officials, employees, representatives, and/or agents from any and all claims asserted, suits or liability established for damages or injuries, including death, to any person or property, including injuries to applicant, caused by or alleged to be caused by any act or omission by the City, its elected officials, employees, representatives, and/or agents which arise out of or are in any matter directly or indirectly connected with the use or condition of the premises.

Insurance

All groups are required to have insurance to protect the City from liability occasioned by their use of City premises. Specifically, all insurance required by this policy shall be written by California admitted companies which are rated at least "A,VIII" by the current A.M. Best Rating Guide or by a company of equal financial stability which shall be approved by the City's Risk Manager.

Commercial General Liability coverage with limits of at least one million dollars (\$1,000,000) per occurrence must be provided. The City of National City must be named as an additional insured pursuant to a separate endorsement which will be provided to the City along with the Certificate of insurance prior to use of City fields/facilities. In addition, all deductibles and/or self-insured retentions must be disclosed to and approved by the City's Risk Manager.

Insurance coverage may be obtained through the City under terms, conditions, and rates applicable at the time, depending on the nature and duration of the proposed use. Organizations desiring to purchase such insurance through the City must contact the City's Risk Manager.

Alcohol Regulations

The use of alcohol is prohibited in National City Community Center governed by this policy except that alcohol may be served or sold in the Martin Luther King Community Center under the following conditions:

1. Alcohol shall be limited to events on the City Council approved list of sponsored and co-sponsored events (City Council Policy 802).
2. Alcohol may be served with a One-Day Use Permit approved by the Chief of Police.
3. Alcohol may be sold only at non-profit events with the One-Day Use Permit approved by the Chief of Police and an ABC License of an approved caterer who has their own license. A copy of the ABC license must be forwarded to

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY # 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

Community Services offices 14 days prior to the event. A copy of the ABC license must be posted during the entire event.

4. Alcohol shall be limited to beer and wine.
5. No kegs of beer are allowed.
6. No alcohol will be served to any person under the age of twenty-one (21) years old.
7. No person shall consume, serve or sale any alcoholic beverage during times that the facility has been rented, with or without remuneration to the City, to house a youth event. Youth events and all events involving social groups whose participants and/or members are primarily under the age of twenty-one (21) years.
8. The distribution and consumption of alcohol shall be limited to the reserved meeting room(s) only. Alcohol is not permitted inside the lobby, restrooms or parking lots.

For purposes of this policy, patio areas are a meeting room available for reservation.
9. The event must have an approved Facility Use Permit governing all conditions of facility use, including any other conditions deemed appropriate when the event includes the distribution and/or sale of alcohol.

Smoking

Smoking is prohibited in any part of a City facility. Per Government Code Sections 7596-7598, smoking is prohibited within 20 feet of the main entrances, exits and operable windows of any facility owned, leased and occupied by the State, County, or City.

Security

Applicants may be required to provide licensed, uniformed and contracted security guards for each event at the rate of one (1) security guard for each 200 attendees, as determined by the Public Works Director and/or the Community Services Division designee after consultation with the Police Department. Security may be required irrespective of the number of attendees if alcohol is served or sold.

Financial Statement

All organizations must submit a financial report on how they plan to use the funds raised from the event and how the funds raised will benefit the National City community. Any financial report must be filed with the City within fifteen (15) days subsequent to the event by any organization charging admission or by any group using the facility for fund-raising purposes. A sign-in log of attendees, with addresses, may be required.

TITLE: Facility Use Guidelines and Regulations for the Use of Community Centers	POLICY # 803
ADOPTED: August 10, 1993	AMENDED: April 5, 2016

No donations, under any guise or circumstance, or for any purpose, shall be solicited at any City facility for causes not directly related to the activity in progress.

Non-Discrimination

The applicant hereby assures that all programs and activities implemented at City facilities and open to the general public will be conducted in a non-discriminatory manner, without regard to an individual's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

Report Vandalism

Although staff inspects our park sites and facilities on a regular basis, damage or vandalism may occur between visits. If you notice any broken equipment or furnishings, unsafe conditions, or vandalism, please report it to the Public Works Department at (619) 336-4580 during regular business hours.

Prior Policy Amendments

April 5, 2016

Reference

City Council Policy 802 – City Support for Special Events, Activities, Programs and Services

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City adopting City Council Policy 804, Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall. (Community Services)

CITY OF NATIONAL CITY, CALIFORNIA COUNCIL AGENDA STATEMENT

MEETING DATE: October 17, 2017

AGENDA ITEM NO. |

ITEM TITLE:

Resolution of the City Council of the City of National City adopting City Council Policy 804, Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall.

PREPARED BY: Stacey Stevenson and Audrey Denham

DEPARTMENT: Community Services

PHONE: 336-4243

APPROVED BY: 

EXPLANATION:

On April 18, 2017, while discussing City Council Policy 803, Facility Use Guidelines and Regulations for the Use of Community Centers, staff sought direction to remove the National City Aquatic Center from said policy. With limited event space available in the city, the Aquatic Center is a desirable location for private rentals for events such as birthday parties, team building events for small private companies, bridal and baby showers, etc. Further, the revenue generated from such events would be beneficial in offsetting the costs associated with the operation of an aquatic facility. On June 20, 2017, the City Council tentatively accepted staff's recommendation to create a separate policy for the aquatic center. The Council further directed staff to include Granger Music Hall in the new policy.

With this item, staff brings forward a draft policy for the governance of the National City Aquatic Center and Granger Music Hall.

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO.

APPROVED: _____ **MIS**

There is no fiscal impact associated with this action.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, is not subject to environmental review.

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt Council Policy 804

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

1. Resolution
2. Proposed Council Policy 804

CITY COUNCIL POLICY

CITY OF NATIONAL CITY

TITLE: Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall	POLICY# 804
ADOPTED:	AMENDED:

PURPOSE:

Meeting room and event space availability is an integral part of a community, providing opportunities for both civic and social engagement. In order to assist in meeting the local need for meeting and event space, this policy establishes governance for the use and rental the City of National City Aquatic Center and Granger Music Hall.

The guidelines and regulations of this policy are subject to change or modification as deemed necessary by the City Council.

GENERAL POLICY:

These guidelines and regulations are established to properly define the conditions under which the facilities may be used, operated, and preserved for future users.

Facilities Governed by this Policy and Available for Reservation

1. National City Aquatic Center, 3300 Goesno Place
Facility includes meeting room and outdoor patio space
2. Granger Music Hall, 1615 East 4th Street
Facility includes hall designed for concerts

Categories of Use by Priority

Each Facility Use application will be reviewed and classified into a group depending on the type of organization and the intended use of the facilities. To ensure the facilities are used in the best interest of National City residents, the review and approval of Facility Use applications will be administered in accordance with a priority system. User classifications are listed in order of priority:

1. CITY PROGRAMS. National City programs, events and meetings shall have priority over any other program or usage.
2. CITY CO-SPONSORED PROGRAMS. National City co-sponsored programs shall be given second priority. Policy 802 governs the annual list of City Co-Sponsored events. Applications for co-sponsorship may be submitted to Neighborhood Services

TITLE: Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall	POLICY # 804
ADOPTED:	AMENDED:

Department at any time. The Policy 802 Committee meets annually to review applications.

3. **CITY STAFF PARTICPATION:** Programs that include active participation and/or involvement by City staff to include, but not limited to, presentations, guest speaking and attendance. The City Manager or designee may approve the use to be categorized as City Staff Participation, as long as the program benefits City of National City employees and/or the community.
4. **EDUCATIONAL GROUPS.** Educational activities organized by any school located in National City.
5. **GOVERNMENTAL AGENCIES.** An administrative unit of government with specific responsibilities.
6. **RESIDENT CIVIC/SERVICE GROUPS.** An organization whose official goal is to improve National City neighborhoods through donations to local charities and volunteer work by its members.
7. **RESIDENT NON-PROFIT GROUPS.** Non-profit organizations based within National City city limits.
8. **RESIDENTS.** Individuals residing within National City city limits.
9. **RESIDENT BUSINESSES.** Businesses located within National City city limits.
10. **NON-RESIDENT NON-PROFIT GROUPS.** Non-profit organizations based outside of National City city limits.
11. **NON-RESIDENTS.** Individuals residing outside of National City city limits.
12. **NON-RESIDENT BUSINESSES.** Businesses located outside of National City city limits.

At the discretion of the City Manager or designee, a governmental agency may be placed in Category 1 when the rental purpose directly benefits the City of National City or is deemed to address an emergency or other urgent matter as deemed by local, state or federal officials.

Fees and Deposits

The use of the facilities shall be subject to use fees and deposits as set forth in the City Council approved Fee Schedule. Such fees and deposits may include but are not limited to:

TITLE: Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall	POLICY # 804
ADOPTED:	AMENDED:

- Fees
 - Facility Use
 - Equipment Rental
 - Resident or Non-Resident
- Non-waivable Deposits (Refundable)
 - Kitchen
 - Audio/Visual Equipment
 - Key
 - Cleaning/Damage

Payment of Fees and Refundable Deposits

Fees for use of City facilities are set forth in the City Council approved Fee Schedule, and must be paid in full at least ten (10) days prior to the event. If payment is not received, the event will be considered cancelled, and the organization will be advised. The City Manager or designee may, for sufficient reason, make exceptions to this clause, but in any event, payment must be received before the event occurs.

Deposits must be made with a separate check. Deposits will be refunded following the return of the issued key, where no damage or loss has occurred and where no extra clean-up is required. In the event of damage, loss or extra clean-up, as determined by the Public Works Department, the deposit may be forfeited and additional charges may be incurred.

Applicant Eligibility

When an application is submitted on behalf of a business entity or organization, it shall be signed by a person with authority to bind the company or organization. Applications for rental of City facilities will not be accepted from anyone less than 21 years of age. Youth groups must have adult sponsors who guarantee observation of the guidelines and regulations. A minimum of one adult per 20 people under the age of 18 is required at the activity.

Any misrepresentation as to the nature of the use or activity to occur at a City facility, the number of attendees expected, contact or payment information or any other falsification on rental application documents will result in the immediate cancellation of the proposed use or event and forfeiture of fees paid. Any such misrepresentation may result in denial of future rental requests and/or legal action.

Application Process

Reservations will be accepted on a first-come-first-served-basis. The Schedule will remain tentative until 30 days before an event. At any time prior to the 30 days before an

TITLE: Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall	POLICY # 804
ADOPTED:	AMENDED:

event, a group of higher category may displace a group of lower category (although consideration will be given to previously scheduled events). At 30 days before an event, the schedule is locked in, and bumping will not be permitted, except for City Programs (Category 1). The City reserves the right to cancel, reassign, or otherwise adjust reservations to comply with the demands of its own programs or emergency requirements.

Each organization is required to submit the following prior to being granted a Facility Use Permit:

1. Facility Use Application for each facility requested
2. Signed indemnity and hold harmless
3. Proof of insurance
4. Current roster and enrollment data (if applicable)
5. A copy of 501(c)(3) status and current audited financial statement if applying for non-profit status (if applicable)
6. Payment of applicable fees

Recurring Reservations

Outside of pre-approved, City-sponsored or co-sponsored events, Facility Use applications will not be accepted for any group or individual for multiple uses on a continuing basis. A reserved event must be completed before an application for a subsequent reservation will be approved.

GENERAL RULES:

Facility Use Rules

1. The applicant is responsible to ensure that participants are respectful of the facilities and equipment.
2. At no time may the applicant extend the hours of the facility use.
3. The use of City facilities is a privilege and all requirements of the City staff will be met expeditiously.
4. City staff has the authority to direct that the event be terminated and that the premises be vacated and to request the Police Department's or Fire Department's assistance as necessary to clear the premises.

TITLE: Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall	POLICY # 804
ADOPTED:	AMENDED:

5. Failure to comply with any of the guidelines and regulations or a staff directive shall be grounds for denial of any future requests by the applicant.

Damage, Cleanliness and Supervision

1. All City facilities, including parking areas, grounds and restrooms, shall be left clean and clear of debris and in orderly condition. If the facility is not left clean, it will be cleaned by City staff or by contract, and the group will be billed accordingly.
2. In the event of physical damage to the facility, its equipment, its contents, or the surrounding grounds, an estimate of the cost of repairs and/or replacement will be made by the City, and the group will be billed accordingly.
3. Officers of organizations shall supervise the conduct of their members to avoid damage to City property.
4. Failure to comply may result in denial of future use of facilities.

Keys

If approved by the Public Works Director and/or the Community Services Division designee an organization may receive a key in order to access the facility. Facility keys must be picked up from the Public Works Department one business day before the permitted event between 7:30 a.m. and 5:30 p.m. Keys should be returned to Public Works Department within one (1) business day of the event or the group will forfeit their deposit.

Facility Set Up

Organizations are required to submit a room diagram at the time the facility application is submitted. The City will be responsible for the set up and tear down of equipment. Any additional equipment that the group wants to use at a City facility must be included on the facility application and approved by the City Manager or designee.

Decorating

Use of glue guns, nails, thumbtacks, staples, masking or electrical tape inside the facility is not permitted. Only non-adhesive putty may be used on the walls. All decorations must be fire proof or fire-retardant materials. Organizations must bring their own extension cords. Decorating for an event is not permitted outside of the facility.

Indemnification

The applicant must complete a release, hold harmless and indemnity agreement which releases the City, its elected officials, employees, representatives, and/or agents from any and all claims asserted, suits or liability established for damages or injuries, including

TITLE: Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall	POLICY # 804
ADOPTED:	AMENDED:

death, to any person or property, including injuries to applicant, caused by or alleged to be caused by any act or omission by the City, its elected officials, employees, representatives, and/or agents which arise out of or are in any matter directly or indirectly connected with the use or condition of the premises.

Insurance

All groups are required to have insurance to protect the City from liability occasioned by their use of City premises. Specifically, all insurance required by this policy shall be written by California admitted companies which are rated at least “A,VIII” by the current A.M. Best Rating Guide or by a company of equal financial stability which shall be approved by the City’s Risk Manager.

Commercial General Liability coverage with limits of at least one million dollars (\$1,000,000) per occurrence must be provided. The City of National City must be named as an additional insured pursuant to a separate endorsement which will be provided to the City along with the Certificate of insurance prior to use of City fields/facilities. In addition, all deductibles and/or self-insured retentions must be disclosed to and approved by the City’s Risk Manager.

Insurance coverage may be obtained through the City under terms, conditions, and rates applicable at the time, depending on the nature and duration of the proposed use. Organizations desiring to purchase such insurance through the City must contact the City’s Risk Manager.

Alcohol Regulations

Alcohol may be served or sold according to the following guidelines:

1. Alcohol may be served with a One-Day Use Permit approved by the Chief of Police.
2. Alcohol may be sold only at non-profit events with the One-Day Use Permit approved by the Chief of Police and an ABC License of an approved caterer who has their own license. A copy of the ABC license must be forwarded to Community Services offices 14 days prior to the event. A copy of the ABC license must be posted during the entire event.
3. Alcohol shall be limited to beer and wine.
4. No kegs of beer are allowed.
5. No alcohol will be served to any person under the age of twenty-one (21) years old.
6. No person shall consume, serve or sale any alcoholic beverage during times that the facility has been rented, with or without remuneration to the City, to house a

TITLE: Facility Use Guidelines and Regulations for the Use of the National City Aquatic Center and Granger Music Hall	POLICY # 804
ADOPTED:	AMENDED:

youth event. Youth events and all events involving social groups whose participants and/or members are primarily under the age of twenty-one (21) years.

7. The distribution and consumption of alcohol shall be limited to the reserved meeting room(s) only. Alcohol is not permitted inside the lobby, restrooms or parking lots.

For purposes of this policy, patio areas are a meeting room available for reservation.

8. The event must have an approved Facility Use Permit governing all conditions of facility use, including any other conditions deemed appropriate when the event includes the distribution and/or sale of alcohol.

Smoking

Smoking is prohibited in any part of a City facility. Per Government Code Sections 7596-7598, smoking is prohibited within 20 feet of the main entrances, exits and operable windows of any facility owned, leased and occupied by the State, County, or City.

Security

Applicants may be required to provide licensed, uniformed and contracted security guards for each event at the rate of one (1) security guard for each 200 attendees, as determined by the Public Works Director and/or the Community Services Division designee after consultation with the Police Department. Security may be required irrespective of the number of attendees if alcohol is served or sold.

Non-Discrimination

The applicant hereby assures that all programs and activities implemented at City facilities and open to the general public will be conducted in a non-discriminatory manner, without regard to an individual's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

Report Vandalism

Although staff inspects our park sites and facilities on a regular basis, damage or vandalism may occur between visits. If you notice any broken equipment or furnishings, unsafe conditions, or vandalism, please report it to the Public Works Department at (619) 336-4580 during regular business hours.

The following page(s) contain the backup material for Agenda Item: Resolution of the City Council of the City of National City adopting an amendment to City Council Policy 1001, Risk Management Policy. (Community Services)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO. |

ITEM TITLE:

Resolution of the City Council of the City of National City adopting an amendment to City Council Policy 1001, Risk Management Policy.

PREPARED BY: Stacey Stevenson and Audrey Denham

DEPARTMENT: Community Services

PHONE: 336-4243

APPROVED BY: 

EXPLANATION:

Per Council Policy 101, "In October of each year, the City Council and City Manager shall review the Council Policy Manual for any needed additions, deletions or changes deemed appropriate at the time." With this item, staff proposes amendments to Council Policy 1001, Risk Management Policy. The proposed changes are intended to clarify responsibility of staff in identifying and addressing needed repairs and maintenance of City facilities and equipment; and for accurately reflecting the department responsible ensuring the completion of repairs (Engineering/Public Works) and the department responsible for managing the Liability Risk Management Department.

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO.

APPROVED: _____ **MIS**

There is no fiscal impact associated with this action.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, is not subject to environmental review.

ORDINANCE: INTRODUCTION: ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Adopt Council Policy 804

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

1. Resolution
2. Proposed Revised Policy 1001 – Strike Out Version
3. Revised Policy 1001 – Clean Version

TITLE: Risk Management Policy

POLICY #1001

ADOPTED: October 23, 1990

AMENDED:

Purpose

The City of National City recognizes the necessity to be protected against accidental loss which would significantly affect its personnel, property, finances or the ability of the City to fulfill its responsibility to the public. The City interprets its obligation in this area as requiring the highest possible concern for the safety of its employees and the public, combined with a concern that the appropriate protection be accorded City property to prevent financial loss.

Policy

The City will undertake to manage the risks of loss facing the City, in terms of both human and financial resources utilizing the basic steps of the risk management function: risk identification and measurement, and the treatment techniques of avoidance, transfer, reduction or retention.

Each City employee is responsible for his/her own safety and safe completion of assigned tasks according to recognized industrial standards and for bringing to the attention of their supervisor ~~Director of Public Works~~ any needed repairs and/or maintenance of City facilities and equipment. Supervisors are obligated to look into such reported needed repairs and/or maintenance and to report needed repairs and/or maintenance to the Engineering/Public Works Department following established work order reporting procedures. The Director of the Engineering/Public Works Department is responsible for ensuring the completion of repairs and/or maintenance either by departmental staff or contractor. In the event it is determined by the Engineering/Public Works Department that any equipment or part of a facility is unsafe, it shall be taken out of operation or secured as inaccessible until such repairs and/or maintenance can be completed.

The City will avoid incurring disproportionate risks in contractual agreements and all undertakings. In contractual relationships, the City will transfer to others, whenever possible, all risks of loss, unless otherwise directed by the City Council.

The City will retain a risk with self-insurance or deductibles when it can be conveniently treated as a normal operating expense or when the potential loss is predictable enough to be budgeted for in a sound business manner. The guidelines established by City Council Policy 201, "Maintenance of Reserve Funds" will be followed.

The administration of the City's ~~risk-management~~ Liability Risk Management program is assigned to the Risk Manager reporting to the City ~~Manager~~ Attorney, or designee. ~~and working with the City Attorney as necessary.~~

Related Policy References

City Council Policy #201: "Maintenance of Reserve Funds"
Municipal Code, Chapter 600

TITLE: Risk Management Policy

POLICY #1001

ADOPTED: October 23, 1990

AMENDED:

Prior Policy Amendments

None

DRAFT REVISIONS

TITLE: Risk Management Policy	POLICY #1001
ADOPTED: October 23, 1990	AMENDED:

Purpose

The City of National City recognizes the necessity to be protected against accidental loss which would significantly affect its personnel, property, finances or the ability of the City to fulfill its responsibility to the public. The City interprets its obligation in this area as requiring the highest possible concern for the safety of its employees and the public, combined with a concern that the appropriate protection be accorded City property to prevent financial loss.

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The administration of the City's Liability Risk Management program is assigned to the Risk Manager reporting to the City Attorney, or designee.

TITLE: Risk Management Policy	POLICY #1001
ADOPTED: October 23, 1990	AMENDED:

Related Policy References

Council Policy #201: “Maintenance of Reserve Funds”
Municipal Code, Chapter 600

Prior Policy Amendments

None

CLEAN DRAFT

The following page(s) contain the backup material for Agenda Item: Approve a memorial dedication plaque to be placed on one of the KaBOOM! enhancement project benches or picnic tables, honoring the late grandson of a longtime DPS employee. (Community Services)

CITY OF NATIONAL CITY, CALIFORNIA COUNCIL AGENDA STATEMENT

MEETING DATE: October 17, 2017

AGENDA ITEM NO. |

ITEM TITLE:

Approve a memorial dedication plaque to be placed on one of the KaBOOM! enhancement project benches or picnic tables, honoring the late grandson of a longtime DPS employee.

PREPARED BY: Audrey Denham

DEPARTMENT: Community Services

PHONE: 619-336-4243

APPROVED BY:



EXPLANATION:

On August 2, 2017, the City was awarded the KaBOOM! grant to build a new playground at Las Palmas Park with funding partner Dr. Pepper Snapple Group (DPS). As required by KaBOOM!, multiple enhancement projects must be completed during the KaBOOM! Playground Build Day; these projects include picnic tables, benches, shade structures and painting projects. DPS has requested a memorial dedication plaque be placed on one of the enhancement project benches or picnic tables, honoring Reggie D. White, the late grandson of a longtime DPS employee. Reggie D. White loved KaBOOM! and volunteered at many DPS funded KaBOOM! playground builds. Currently, the City does not have a City Council policy that addresses memorial dedications; therefore, staff is seeking approval for a memorial dedication plaque honoring Reggie D. White. If City Council so desires, staff can return at a later date with a memorial dedication policy.

FINANCIAL STATEMENT:

APPROVED: _____ **Finance**

ACCOUNT NO.

APPROVED: _____ **MIS**

There is no financial impact associated with this action.

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, is not subject to environmental review.

ORDINANCE: INTRODUCTION:

☐

FINAL ADOPTION:

☐

STAFF RECOMMENDATION:

Approve a memorial dedication plaque to be placed on one of the KaBOOM! enhancement project benches or picnic tables, honoring Reggie D. White, the late grandson of a longtime DPS employee.

BOARD / COMMISSION RECOMMENDATION:

ATTACHMENTS:

The following page(s) contain the backup material for Agenda Item: Discussion of the policy and standards for interns and volunteer council representatives working in the offices of the City Council. (City Manager)

**CITY OF NATIONAL CITY, CALIFORNIA
COUNCIL AGENDA STATEMENT**

MEETING DATE: October 17, 2017

AGENDA ITEM NO. |

ITEM TITLE:

Discussion of the policy and standards for interns and volunteer council representatives working in the offices of the City Council.


PREPARED BY: Stacey Stevenson

PHONE: 336-4308

EXPLANATION:

See attached staff report.

DEPARTMENT: City Manager's Office

APPROVED BY: 

FINANCIAL STATEMENT:

ACCOUNT NO.

N/A

APPROVED: _____ **Finance**

APPROVED: _____ **MIS**

ENVIRONMENTAL REVIEW:

This is not a project and, therefore, is not subject to environmental review.

ORDINANCE: **INTRODUCTION:** ☐ **FINAL ADOPTION:** ☐

STAFF RECOMMENDATION:

Accept and file the report

BOARD / COMMISSION RECOMMENDATION:

N/A

ATTACHMENTS:

Staff Report



City Council Staff Report

October 17, 2017

ITEM

Staff Report: Discussion of the policy and standards for interns and volunteer council representatives working in the offices of the City Council.

BACKGROUND

At the September 5, 2017 meeting of the City Council of the City of National City, staff was directed to return with a report on the policy and standards for interns and volunteer council representatives utilized by the City Council. As will be discussed, the policy and standards for interns and volunteers utilized by the five member City Council are generally the same as the policy and standards for other City departments. The report, as presented, seeks to define the types of volunteer opportunities available through the City, including interns and volunteer council representatives; the requirements; and how they are utilized.

DISCUSSION

The efforts of the City's paid staff to provide services to the residents, businesses and visitors of National City are complemented by the efforts of the City volunteer workforce. Volunteers are used throughout the agency and perform many functions, from one day, single event community services projects to longer term assignments in virtually every City department, including the offices of the Mayor and Councilmembers (the City Council).

Requirements for Volunteers

There are generally three (3) types of volunteers. The types will be discussed later in this report. Irrespective of the type of volunteer used or the department in which the volunteer is serving, there are some basic requirements that are applicable to all, including those individuals volunteering in the offices of the City Council. Under the terms of City of National City Administrative Policy 04.09, Volunteers and Unpaid Interns (attached):

1. All volunteers must have an application on file with the Human Resources Department (HR). In some cases, perspective volunteers first apply with HR and their applications are forwarded to the department(s) best matching their desired area of involvement. However, from time to time, a department representative or elected official may identify

a volunteer candidate in advance. In such cases, HR is notified by the department or elected official and HR requests that the perspective volunteer complete the application.

2. All volunteers must be at least 15 ½ years of age; and all minors under the age of 18 must have a valid work permit issued by the minor's school district or the approval of a parent or guardian in the form of a signature.
3. Volunteers donating 20 or more hours of time per fiscal year must successfully complete a background check. For students seeking community service hours in compliance with school district graduation requirements, the threshold for a background check is 35 hours of time per fiscal year.
4. All volunteers are required to keep a record of each day worked to include the date, start time and end time. These records are forwarded to HR by the departments and elected offices at the end of each month.

Types of Volunteers

Volunteer is the umbrella or primary designation for anyone donating time to provide services without monetary compensation. As stated above, volunteers are used throughout the agency, including in the offices of the City Council. The duties performed and hours worked by volunteers are varied, dependent on the individual's area of interest, knowledge, skills and abilities; and the needs of the department.

In addition to general volunteers, the City engages the services of two (2) subcategories of volunteers: unpaid interns and volunteer council representatives¹. All unpaid interns and volunteer council representatives are volunteers. However, not all volunteers are unpaid interns or unpaid council representatives. Thus, while these three terms are often used throughout the organization interchangeably (particularly the terms volunteer and intern), there is actually specific meaning to each, and within the Human Resources Department, all volunteers are tracked and coded by the proper designation dependent on the nature of the individual's service.

Unpaid interns are students or recent college graduates seeking opportunities to gain exposure to and work experience in their area of study. Students are considered interns when they are affiliated with their school's formal internship program. Such students are typically required by their school to work a prescribed number of hours in their area of study. A work plan is developed by the City department representative or elected official at the beginning of the internship and must be approved by the school. Hours worked and a performance appraisal are provided to the school at the end of the assignment². The student will either receive college credits or a letter grade for completing the internship. While most of the City's interns are college students, on occasion the City has received and accepted requests from local high schools. Students volunteering with the City outside of a formal academic internship program are

¹ A third subcategory, board members and commissioners has been excluded for purposes of this report.

² Paid internships are defined in this same manner.

classified as volunteers (exception: as previous noted, recent college graduates may be classified as interns).

Volunteer council representatives, as the name would imply, are volunteers that work in the offices of City councilmembers. Volunteer council representatives are subject to the same general requirements as other volunteers as outlined above. And like other volunteers, the duties performed are broad and are dependent on the knowledge, skills and abilities of the volunteer and the needs of the councilmember. In February, 2016, with the assistance of the City Council, HR developed a volunteer council representative position description (attached). As outlined, volunteer council representatives:

1. Are selected by and serve at the discretion of one or more councilmembers.
2. May work in the office and/or in the community.
3. May attend meetings or make presentations on behalf of the councilmember (when such presentations do not require an appointed or elected official).
4. May not engage in political activities on behalf of the councilmembers on City premises or using City equipment or during periods of time when logged in as a volunteer.

As described, volunteers and the two subcategories of volunteers are different than employees. Volunteers are not paid for their time, they are at-will, the hours worked are flexible, the type of work performed is flexible and left to the discretion of the department or elected official utilizing the services of the volunteer.

RECOMMENDATION

Accept and file the report

FISCAL IMPACT

There is no fiscal impact associated with this report.

Attachments:

1. Administrative Policy 04.09 – Volunteers and Unpaid Interns
2. Position Description – Unpaid Council Representatives

TITLE: City Administrative Manual		
SUBJECT: Volunteers and Unpaid Interns		
VOLUME NO. 1	PAGE NO. 1 OF 3	INSTRUCTION NO. 04.09
CITY MANAGER APPROVAL:	EFFECTIVE DATE: 9/2000	REVISION DATE: 6/3/2013

PURPOSE
To establish guidelines for non-employees and employees to volunteer and/or intern within City departments. When appropriately trained and supervised, the skills and talents of volunteers/interns can supplement existing services and encourage civic and community pride.

The objectives of the program are to:

- Provide volunteers/interns an opportunity for meaningful service to, and direct participation in the operation of City government.
- Enhance the City's service delivery system to the community.
- Provide staff with supplemental team members that contribute worth and quality to the operation.
- Provide residents with continued high level and quality of service.

RESPONSIBILITY
It is the responsibility of each department head to:

1. Identify viable volunteer/internship opportunities that will enhance business operations without undue disruption.
2. Ensure that all volunteers/interns are properly trained and supervised.
3. Ensure that volunteer hours are properly tracked.

It is the responsibility of the Human Resources Department to:

1. Perform any necessary background checks as called for by the City's Background Check Policy 04.13.
2. Maintain a database of all registered volunteers/interns.

DEFINITIONS
Volunteer – an individual who is donating time to the City without monetary compensation for hours worked including students seeking community service hours in compliance with school district graduation requirements.

Episodic volunteer – an individual who is donating less than 20 hours of time per fiscal year. For students seeking community service hours in compliance with school district graduation requirements, episodic volunteer is defined as less than 35 hours of time per fiscal year.

Unpaid interns – an individual who generally is in college or has just completed a college degree and is donating more than 20 hours of their time. A higher level of work expectation is required of an intern.

TITLE: City Administrative Manual		
SUBJECT: Volunteers and Unpaid Interns		
VOLUME NO. 1	PAGE NO. 2 OF 3	INSTRUCTION NO. 04.09
CITY MANAGER APPROVAL:	EFFECTIVE DATE: 9/2000	REVISION DATE: 6/3/2013
<p><u>POLICY</u></p> <p>Non-employees must be at least 15 ½ year of age, with all minors under the age of 18 having a valid work permit issued by the minor's school district or the approval of a parent or guardian in the form of a signature.</p> <p>An employee may only volunteer his/her services outside of his/her normal working hours unless otherwise authorized by the City Manager or the City Manager's designee. A volunteer position is one that is outside the scope of duties intended for members of the employee's job classification as identified by the official class specification or actual practice, whichever is more restrictive.</p> <p>Volunteers/interns, other than episodic volunteers, must successfully complete a background check in compliance with the City Administrative Policy 04.13.</p> <p>At the time of selection, volunteers/interns must be recorded into the City-wide volunteer database maintained by the Human Resources Department.</p> <p><u>PROCEDURE</u></p> <p>A. Non-Employee Volunteer/Intern Applicant.</p> <ol style="list-style-type: none"> 1. All non-employee potential volunteer/intern applicants must complete a Volunteer Application through the Human Resources Department. 2. Volunteer applications filed with Human Resources will be forwarded to the department(s) in which the applicants specify an interest in working. 3. Upon selection of volunteers/interns, the selecting department shall forward the original signed applications of all accepted volunteers/interns to the Human Resources Department with the exception of Police Department volunteer/intern applications which shall be maintained by the Police Department. 4. A volunteer/intern may not begin his/her assignment prior to successful completion of a background check in compliance with the City Administrative Policy 04.13 <p>B. Employee Volunteer Applicant.</p> <ol style="list-style-type: none"> 1. Employees may outreach directly to departments with which they are interested in volunteering or interning. 		

TITLE: City Administrative Manual		
SUBJECT: Volunteers and Unpaid Interns		
VOLUME NO. 1	PAGE NO. 3 OF 3	INSTRUCTION NO. 04.09
CITY MANAGER APPROVAL:	EFFECTIVE DATE: 6/3/2013	REVISION DATE:
<p>2. Departments shall forward to Human Resources the names of employees selected to serve as volunteers/interns.</p> <p>C. All Volunteer/Intern Applicants (including episodic volunteers and employees)</p> <ol style="list-style-type: none"> 1. All volunteers must be pre-approved to work in any City department prior to beginning work (no walk-in's). 2. All volunteers must sign in each day work. Sign in records shall include the date, the name and signature of the volunteer and his/her start and end time each day (Attachment 1). 3. Episodic volunteers will not handle cash and will not work with or near children without direct supervision. 4. Volunteers are subject to the provisions of all applicable Administrative Policies, Council Policies and departmental procedures. <p><u>REFERENCE</u></p> <p>Administrative Policy 04.13 City Volunteer Manual</p>		



**DAILY SIGN-IN LOG
VOLUNTEERS**

DATE	NAME	SIGNATURE	TIME IN	TIME OUT

VOLUNTEER COUNCIL REPRESENTATIVE	CITY OF NATIONAL CITY
DESCRIPTION	February 18, 2016

DEFINITION

Under direction of assigned Councilmember, to perform a variety of duties involved in providing assistance to assigned City Councilmember; to represent Councilmember as assigned; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a volunteer opportunity not governed by Civil Service. All such volunteers are selected by and serve at the discretion of one or more City Councilmembers. There is no compensation associated with this position and the duties are not intended to usurp those of compensated staff positions.

NOTE: Volunteer Council Representatives may not engage in political activities on behalf of City Councilmembers on City premises or using City equipment or during periods of time when logged in as a volunteer.

EXAMPLES OF TYPICAL DUTIES

The following duties and responsibilities are representative of those performed by individuals assigned to this volunteer opportunity. Any single individual may not perform all of these duties and/or may perform similar related tasks not listed here.

Serves as a liaison between Councilmember and policy makers, constituents and other City departments; receives, follows up, and responds to citizen's complaints, inquiries, and requests for information and assistance; interviews and assists office visitors; ensures Councilmember is informed and aware of constituent input, inquiries, and concerns; screens and briefs Councilmember on incoming correspondence; attends committee meetings, meetings with City staff, and community events with or in the absence of the Councilmember; makes oral presentations to small groups or individuals on behalf of the Councilmember when such presentations do not require an appointed (Councilmember serving as a board member or commissioner) or elected official; follows up on Council direction to staff; researches, compiles, analyzes, and summarizes data for special projects and various reports; assists Councilmember in researching and analyzing committee and City Council agenda items.

MINIMUM QUALIFICATIONS

There are no minimum qualifications for this volunteer assignment.